

Going Places Ltd.



JOB REFERENCE:	123-SJS1027
JOB TITLE:	CARE WORK ASSISTANT
EMPLOYER:	GOING PLACES LTD
LOCATION:	SALISBURY
SALARY:	16K
WORKING HOURS:	Shift work 35- 40 hours per week including weekends

DESCRIPTION

The most important part of your work would be to make sure residents' views and wishes are heard and that those responsible for their care do not make assumptions about what is best for them. To do this job, you will need excellent listening and people skills. You will need to respect people's independence and their feelings. You will also need a non-judgmental and open-minded approach.

DUTIES TO INCLUDE

- Making sure residents are treated fairly and with dignity
- Finding and explaining relevant information
- Helping residents to explore their options and make informed decisions
- Making sure residents have access to their care plan
- Helping residents to speak for themselves or speaking on their behalf
- Helping to negotiate with third parties
- Accompanying residents to meetings to provide moral support, or attending meetings on their behalf
- Liaising with care home staff and other agencies

SKILLS REQUIRED

- Excellent listening, communication and people skills
- Commitment to representing residents' views, whether you agree with them or not
- A non-judgmental and open-minded approach

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SKILLS REQUIRED

- The ability to empower people rather than trying to solve problems for them.
- Good observational skills
- The ability to work unsupervised using own initiative
- Good organisational and time management skills
- Able to perform practical tasks to a high standard
- Ability to analyse a situation and make decisions
- Skilled at being able to prioritise work
- Reliable and co-operative team member
- The ability to use your own initiative but also to know when to refer to a supervisor.

PERSONAL QUALITIES

- Respect for peoples' independence, feelings, beliefs and rights
- Self-confidence and negotiating skills
- Patience with the ability to remain calm at all times
- Be able to deal with more than one job at a time
- Appropriate level of maturity and personal confidence
- Self-motivated, reliable and well organised
- Work quickly and carefully
- Sensitive, understanding and caring nature
- Ability to think things through and solve problems
- The personality to remain calm and clear-headed when patients or their relatives may be anxious or distressed

QUALIFICATIONS REQUIRED

4 GCSE's or equivalent in English and Maths and a Health & Social Care qualification would be useful.

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton
Going Places Ltd
37 Guild Street
London
EC3R 9EH

Quoting Job Reference.