



## **BBCH Role Profile: Care Assistant**

**Accountable to:** Care Manager, Senior Care Practitioners, Senior Carers  
**Base:** Bernhard Baron Care Home, Polegate, East Sussex  
**Hours:** Bank Hours

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### **Purpose of the Role**

To be an essential part of our care team, providing compassionate, person-centred support that enhances the physical, emotional, and social well-being of our Residents. To promote independence, treat everyone with dignity and respect, and help create a warm, welcoming environment.

### **Responsibilities**

1. To support Residents with daily living tasks while encouraging independence and individuality.
2. To assist with personal care, such as washing, dressing, bathing, nail care, and toilet needs.
3. To act as a keyworker to a group of named Residents.
4. To observe and uphold the Quaker Ethos of our home.
5. To deliver holistic care as guided by senior staff or healthcare professionals.
6. To make and change beds to maintain a comfortable environment.
7. To conduct routine Cottage rounds at 09:00 and 16:00.
8. To assist with meal service and offer refreshments to Residents, families, and visitors.
9. To escorting and support Residents to appointments.
10. To perform routine tasks and adhering to daily cleaning schedules.
11. To support social activities that enrich Residents' quality of life.
12. To help create and maintain up-to-date, personalised care plans.
13. To record care accurately and promptly in PCS (Person-Centred Software).
14. To report urgent matters during staff handovers.
15. To refer all Resident-related enquiries to senior staff.
16. To always maintain strict confidentiality.
17. To attend all mandatory training sessions.
18. You may also be asked to perform other reasonable tasks to support the team and enhance Resident care.

## **BBCH Role Profile: Care Assistant**

### **Person Specification Management Capabilities**

- Always present yourself neatly and professionally.
- Wear the appropriate uniform and flat, closed in shoes.
- No jewellery (except for a plain band ring).
- Keep make up minimal.
- Keep hair tidy, with long hair tied back.
- Maintain a cheerful, respectful, and compassionate approach to all Residents and staff.

### **Level of Knowledge**

- Understanding of person-centred care principles and the ability to support individual while promoting dignity, choice and independence.
- Basic awareness of safeguarding adults and children, including how to recognise and report concerns.
- Familiarity with infection prevention and control practices within a care setting.
- Knowledge of confidentiality, data protection, and professional boundaries.
- Awareness of health and safety procedures, including safe moving and handling Techniques.

### **Skills**

- Able to communicate clearly and sensitively with service users, families, and colleagues, both verbally and in writing.
- Demonstrate patience, understanding, and a genuine desire to help others.
- Ability to assist with daily living tasks such as personal care, mobility support, nutrition, and hydration (training provided if needed).
- Capable of prioritising tasks and managing workload in a fast-paced environment.
- Able to identify issues, escalate concerns appropriately, and follow care plans accurately.
- Work collaboratively with colleagues and contribute positively to the team environment.
- Consistent, punctual, and able to follow instructions and routines.
- Basic ability to use care monitoring systems, mobile devices, or electronic record-keeping (training can be provided).