ABP CARES | JOB DESCRIPTION & PERSON SPECIFICATION

Care Assistant

Competitive pay • Haringey, Enfield & Hackney, North London • Reports to: Registered Manager

About the job

As a Care Assistant you'll visit people in their own homes and help them with everyday life, so they can stay independent and enjoy the best possible quality of life. That might be helping someone wash and dress, making sure they take their medicine, cooking a meal together, or going with them to the shops or a hospital appointment.

You'll spend real one-to-one time with each person you support, so being caring, calm, and good at talking and listening matters most. Your manager and our friendly office team are always just a phone call away.

What you'll do

Personal care

- Showering, bathing, dressing and grooming
- Going to the toilet and continence care
- Teeth and dentures

Medicines

- Prompting, helping with or giving medicines, as trained
- Ordering and collecting prescriptions
- Taking unwanted medicines back to the pharmacy

Food and drink

- Planning meals together and encouraging people to eat and drink well
- Shopping, cooking and serving food
- Washing up, a clean kitchen, and storing food safely

Moving safely

- Walking frames, wheelchairs, hoists, slide sheets and moving boards, used safely and with dignity (we train you in all of it)
- Helping with hearing aids and other aids

Around the home

- Light housework: floors, hoovering, dusting
- Laundry, ironing and changing beds

Living a full life

- Getting out and about: shopping, seeing friends, activities and hobbies
- Chatting, games, reading, looking through photo albums
- Writing cards, letters or emails

When someone is unwell

- Supporting people through illness, including end-of-life care

- Going with them to hospital appointments
- Working with families, nurses and other health teams

Keeping records and keeping people safe

- Clear notes after each visit: the care you gave, medicines, and any changes or worries
- Reporting concerns straight away, including safeguarding, accidents and hazards in the home
- Keeping everything about the people we support private and secure

Being part of the team

- Following ABP Cares policies and the Code of Conduct for Adult Social Care Workers
- Team meetings, training, supervisions and appraisals

We provide all care in line with the Health and Social Care Act 2008 and the CQC's Fundamental Standards. As you grow in the role you may take on new tasks too, and we'll always train you first.

Person specification

We use the essential points to choose who to invite to interview. In your application, give examples of how you meet them. They can come from paid work, volunteering, or looking after a family member.

You

- Essential: Caring, kind and respectful to everyone
- Essential: Treats everyone fairly, whatever their background
- Essential: Reliable and on time
- Essential: Keen to learn, and happy to ask questions
- Essential: Takes hygiene and infection prevention seriously, especially handwashing

Skills

- Essential: Listens well and communicates clearly with the people we support, their families and other professionals
- Essential: Supports people in a way that protects their dignity, privacy, choices and independence
- Essential: Organised
- Essential: Comfortable working on your own and using good judgement, including in an emergency
- Essential: Writes clear notes in English, including medicine records
- Desirable: Knows how to recognise abuse and what to do about it (safeguarding)
- Desirable: Understands health and safety in someone's home

Experience

- Essential: Open to everyone: we'll train you
- Desirable: Experience as a care worker, or as an unpaid carer for family or friends
- Desirable: Diploma / NVQ in Health and Social Care, Level 2 or above

Driving

- Desirable: Full UK driving licence with no more than 6 points
- Desirable: If you use your own car for work: business-use (Class 1) insurance

Checks

- Essential: An enhanced DBS check with the adult barred list
- Essential: Right to work in the UK
- Essential: Two references
- Essential: Happy to complete all required training

What you get

- Competitive pay: A rate that recognises the work you do.
- Travel covered: Getting between visits is on us.
- Flexible hours: Choose the shifts that fit around your life.
- Everything you need: All the PPE you need to work safely, provided.
- Training from day one: The Care Certificate, Oliver McGowan training, moving and handling, medication, safeguarding and first aid.
- Help to grow: Sponsored personal development, including Level 2 and 3 Diplomas in Health and Social Care.
- A team that has your back: Regular supervision, an on-call manager and a friendly office team.
- Workplace pension: We pay in alongside you.

Safer recruitment

ABP Cares is committed to safeguarding the people we support. This role is subject to an enhanced DBS check including the adult barred list, satisfactory references, a full employment history with any gaps explained, and right-to-work checks, as required by Regulation 19 and Schedule 3 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014. We look at every application individually, and a criminal record won’t automatically rule you out.

Equal opportunities

We welcome applications from everyone, whatever their age, disability, ethnicity, religion or belief, sex, gender identity, sexual orientation, or marital or parental status. If you’d like any adjustments to apply or to come to interview, just tell us in your application.

Apply online at abpcares.com/careers/care-assistant • careers@abpcares.com