



Job Description

Job Title: Health Care Assistant

Accountable to: The Manager

GENERAL RESPONSIBILITIES

1. To engage effectively with the client group
2. To prepare and distribute medication to clients
3. To meet the needs of Sanctuary Lodge's premises/property security
4. To liaise effectively and co-operatively with colleagues
5. To have completed the induction process
6. To be working towards CQF Level 3 Health and Social Care
7. To undertake regular training and supervision sessions in-house and externally
8. To comply with Sanctuary Lodge's policies, procedures and terms and conditions
9. To have good time keeping and attendance
10. To have good general and overall conduct and presentation
11. To carry out all tasks with professionalism and in accordance with Sanctuary Lodge's policies particularly those on Equal and Diversity and Confidentiality
12. Any other duties and responsibilities expressed and implied which arise from the nature and character of the post within the Organisation.
13. Light cleaning duties
14. Escorting clients off site to meetings and appointments
15. Supervising clients when they are out

CORE RESPONSIBILITIES

1. **Client work**
 - To provide appropriate support to clients in accordance with therapists instructions

- To answer the phone when required and ensure all messages are passed on to relevant colleagues
- To ensure all client medication and prescriptions are dealt with appropriately and to give medication to clients as required following company guidelines.
- To have enhanced DBS clearance

2. **Networking and Liason**

- To develop and maintain supportive working relationships with colleagues and promote a team working approach at all times

3. **House Duties**

- To perform overnight duties according to weekly rotas
- To carry out light cleaning and tidying duties as necessary

4. **General Duties**

- To maintain the working environment in line with health and safety requirements (fire drills and cut off points)
- To take part in staff meetings and supervision sessions as required by the manager
- To actively participate in training, development and supervision
- To work within a team context, recognising the dynamics and responsibilities of each team member
- To undertake any other duties that may from time to time reasonably be requested
- To be computer literate

To read all Company policies within 28 days of your commencement of employment

Person Specification

Essential

Relevant qualification

Proven experience

A flexible open approach and proven communication skills

Administration skills

Confidence to work on own initiative as well as part of the team

Knowledge of health and safety, including assessing high-risk situations for clients

An empathic and non-judgmental attitude

A commitment to support Sanctuary Lodge's values and mission

An ability to effectively work with people regardless of their ethnic, cultural and social backgrounds, their gender, age, religious belief, disability and sexual orientation

Personal Qualities

Ability to work as part of a team

Full clean driving license

Good communication skills

Ability to respond flexibly to the demands of the post

Ability to make a personal investment in the development and success of Sanctuary Lodge

Print name

Sign

Date