## Job Description

10/10/2024

**Job Title:** Nurse Assistant **Hours:**  Full time or Part time

**Reporting to:** **Home:** Hallmark Care Homes

## Job Purpose

As a **Nurse Assistant** at Hallmark Care Homes, you will play a key role in delivering high-quality, relationship-centred care for our residents. Working under the guidance of the Registered Nurse and Senior Nurse, you will provide essential support in meeting the physical, emotional, and social needs of residents, ensuring they are treated with respect, dignity, and compassion. You will work closely with the wider care team to ensure each resident receives personalised care in line with their individual care plans.

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| **Responsible for:** | **Person Specification** |
| **Resident Care:*** Assist in providing high-quality care to residents, including personal care (e.g., bathing, dressing, grooming, toileting) and supporting with mobility.
* Help residents with daily activities, promoting independence and dignity at all times.
* Assist in the safe administration of medication under the supervision of a Registered Nurse.
* Take and record vital signs, such as blood pressure, temperature, pulse, and weight, and report any changes to the Registered Nurse.
* Support residents with their nutritional needs, including assistance with eating and drinking, while encouraging hydration and balanced nutrition.
* Contribute to the development and updating of residents' care plans, ensuring that all relevant information is recorded accurately and in a timely manner.

**Communication and Relationships:*** Build positive relationships with residents, their families, and the care team, promoting a homely and caring environment.
* Ensure effective communication with residents, taking into account their individual needs, preferences, and abilities.
* Liaise with the care team and other healthcare professionals to ensure continuity of care.
* Support residents and families by providing emotional reassurance and companionship.

**Teamwork:*** Work collaboratively with the wider care team, including Registered Nurses, Senior Nurses, and team members in Host, Kitchen, and Housekeeping roles, to provide holistic care for residents.
* Attend and participate in team meetings and training sessions to continuously improve skills and knowledge.
* Assist in creating a positive, inclusive environment for both residents and team members, adhering to Hallmark’s vision and values.
* Follow instructions from senior team members and take ownership of delegated tasks.

**Health & Safety:*** Ensure compliance with health and safety policies and procedures, maintaining a safe environment for residents, team members, and visitors.
* Report any accidents, incidents, or hazards to the appropriate person and assist in ensuring timely and accurate documentation.
* Adhere to infection control procedures, including the proper use of personal protective equipment (PPE).

**Compliance and Record Keeping:*** Maintain accurate and up-to-date records, documenting care delivered and observations in accordance with Hallmark’s standards and regulatory requirements.
* Ensure that all care provided is in line with the residents’ care plans and the relevant CQC regulations.

  | **Qualifications and Skills:*** Essential: NVQ 3 in Health and Social Care (or working towards this qualification).
* Previous experience working in a care home or healthcare setting preferred.
* Compassionate and empathetic nature with a genuine passion for working with older people.
* Strong communication and interpersonal skills.
* Ability to work well as part of a team and independently under the supervision of Registered Nurses.
* Good organisational skills with the ability to prioritise tasks effectively.
* Commitment to ongoing professional development and training.

**Values and Behaviour:*** Treat residents with dignity, respect, and compassion at all times.
* Uphold Hallmark’s core values of relationship-centred care, promoting a homely, positive, and nurturing environment.
* Be a role model for professionalism and a positive attitude within the care team.
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