

Cairn Home Residential Care Home/Sheffield Royal Society for the Blind (SRSB)

Job Description: Care Assistant (for nights)

Responsible to: Cairn Home Manager

Hours: 16 hours per week working Saturday and Sunday 10pm to 6am

Salary: £12.79 per hour

Contract Type: Permanent

Location: Cairn 58 Selborne Road, Crosspool, Sheffield. S10 5ND

SRSB 5 Mappin Street, Sheffield. S1 4DT

General Information:

Sheffield Royal Society for the Blind provides a range of services and facilities to support people with sight loss in Sheffield and people with sight loss and/or hearing loss in Rotherham. Our services in Rotherham are delivered under the name of Rotherham Sight & Sound.

Cairn Home is owned and operated by **Sheffield Royal Society for the Blind**, a local independent charity. The prime driver for the home is the highest quality of life for the residents, rather than financial profit.

Cairn Home is registered for 30 residents. It has 28 bedrooms, all with en-suite facilities, for permanent residents (one room is a double room) and one room reserved for respite care, also with en-suite facilities. We are currently in the process of refurbishing all the rooms and upgrading the en-suite bathrooms. All our residents are elderly, and many have some level of visual impairment.

Overall Purpose of the Role

Cairn Home is committed to providing a quality service to residents, promoting independence and ensuring each individual is treated with respect, dignity and kindness.

Duties & Responsibilities:

Our Care Assistants support people to live their best lives, whatever that looks like to them.

Day-to-day responsibilities will include:

- **Supporting** people with their personal care
- **Understanding** individual health and wellbeing needs

- **Promoting** choice, dignity, independence and respect
- **Completing and maintaining** care records
- **Administering medication**

We have higher-than-average staffing levels compared to most care providers.

Person Specification:

We are looking for someone who is:

- Caring, kind, understanding and calm
- Passionate about helping others
- Energetic and outgoing, with a positive, can-do attitude
- A great listener and communicator
- Able to work collaboratively with the team and with other care professionals
- Able to deal with, and defuse, challenging situations
- Conscientious
- Able to demonstrate the literacy and numeracy skills required for record keeping

NVQ level 2 or 3 is desirable. We do value relevant experience and qualifications, but they aren't essential for this role. Full training will be given.

All Staff are Required to:

Understand and comply with all relevant legislation and SRSB/Cairn Home's policies and procedures, including data protection, safeguarding and health & safety.

Confidentiality of information relating to residents, volunteers and staff is of paramount importance.

To bring to the attention of the Home Manager any serious problems or areas of concern

To adhere to and support Cairn Home's and SRSB's core values and carry out all responsibilities within accordance with our Equality and Diversity Policy.

Work as part of a team for the benefit of our residents. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB/Cairn Home as an independent charity for the provision of help, support and provision of services in various forms for the benefit of our clients.

Undertake appropriate training as and when required.

Benefits:

Overtime:

Enhanced rates of pay for any overtime worked.

Company Sick Pay: The Home operates its own discretionary sick pay scheme, subject to conditions and rules.

Life Assurance: All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

Pension: You will be auto enrolled (if you meet the criteria) in SRSB's staff pension scheme immediately and contribute 5% of your gross earnings (plus employer contribution 3%). If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution.

Holidays: 28 days per annum (based on a 5 day working week). Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.