**EOTHEN HOMES LIMITED**

**JOB DESCRIPTION**

**House Assistant**

A spontaneous, warm, loving person who can connect with people and change the moment.

**ACCOUNTABLE TO:** Home Manager

**REPORTING DIRECTLY TO:** House Leader

**JOB SUMMARY**

A major part of your role will be to enable and support people to remain in charge of their own life by adopting a person centred approach that feels like home and where people feel secure and happy, where it sounds like being among friends and looks like fun. You will actively involve residents in everyday living by creating meaningful occupation and activities, taking a positive approach to risk taking. All support and care will take place at a time that suits the residents, not a time dictated by routine and lists.

**RESPONSIBILITIES AND DUTIES**

* To come to work in your household and work positively as a team with all other staff within that ‘household’.
* To present a positive approach and display a sense of spontaneity and ability to change the moment positively for people.
* To maintain open communication at all levels including with other households within the home.
* To respect each person’s past life and be supportive to their present feelings, ensuring they feel that they matter.
* To respect privacy and dignity and to promote confidentiality within a warm homely setting.
* To actively involve people who live in the home in everyday domestic living by using your imagination and playing a lead role in meaningful occupation/interactions and positive meal time experiences e.g. by assisting them to prepare meals, snacks and drinks and to do domestic tasks such as polishing, dusting, laying tables, laundry etc.
* To provide physical care and support in a loving and caring environment.
* To be able to identify signs of wellbeing and ill being and adapt plans of care accordingly.
* To maintain appropriate up to date records e.g. progress notes, care plans, risk assessments etc. which demonstrate a person centred approach.
* To administer medication as prescribed by the GP.
* To be aware of the whereabouts of the people living in their household whilst allowing independence and freedom.
* To respect individual beliefs and values and assist with visits to places of worship and visits of clergy to the home.
* To assist in the planning of social events in conjunction with the House Leader and Housekeeper reflecting the individual interests of the residents.
* To assist with the provision of a high standard of care for those approaching the end of life ensuring that they and their family’s wishes are carried out.
* To conform with all Eothen’s policies and procedures.
* To undertake appropriate training as determined by the Home Manager and participate in and implement learning which develops your own emotional self-awareness and person centred approach towards others.
* To carry out such duties that may be reasonably requested by the Home Manager.

**HEALTH & SAFETY ROLES & RESPONSIBILITIES:**

Employees have a statutory duty to take reasonable care for themselves and others who may be affected by their acts or omissions at work. Employees must also comply with Eothen’s health and safety arrangements.

**ADDITIONAL DUTIES:**

It is in the nature of the work of Eothen that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to undertake work which may not be specifically covered in the job description. These additional duties will normally be compatible with regular responsibilities and duties. If the additional responsibility or duty becomes a regular or frequent part of the staff member’s job, it will be included in the job description in consultation with the member of staff.

**PEOPLE COME FIRST, TASKS COME LAST.**

On appointment: Accepted and agreed by Employee

Signed ……………………………………………….. Date ………………….