



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY  
Telephone: 020 7222 1177 Email: [admin@hmt-uk.org](mailto:admin@hmt-uk.org)  
[www.hmt-uk.org](http://www.hmt-uk.org)

Job Title	Care assistant / Homemaker
Department	Clinical Care
Reports to (job title)	Unit Lead
Direct and Indirect Reports	No
Job Grade	

### Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

*We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.*

*We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.*

*We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.*

*We will deliver care and clinical interactions compassionately and tailor them to individual needs.”*

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY  
Telephone: 020 7222 1177 Email: [admin@hmt-uk.org](mailto:admin@hmt-uk.org)  
[www.hmt-uk.org](http://www.hmt-uk.org)

### What you'll be doing (your job purpose)

You will work as part of a team to deliver excellent standards of care to residents and their families. Care will be carried out in accordance with individual care plans, whilst promoting privacy and dignity, enhancing independence, rehabilitation and personal choice.

### Your key accountabilities and responsibilities

1.	To provide special experiences to residents, which promote choice and independence that make a positive difference to their daily lives.
2.	Achieve the highest possible standards of care to enhance the resident experience by ensuring individual needs are met in accordance with company policy and individual care plans, including but not limited to assisting with personal hygiene, bathing, dressing and continence management.
3.	Assist with resident mobility and pressure relief using approved, safe moving and handling techniques and equipment.
4.	Communicate clearly with residents; taking into account individual needs and ability, ensuring communication aids are used appropriately in accordance with care plans.
5.	To accurately record care provided, key observations and findings on electronic systems.
6.	Respecting resident confidentiality in accordance with the Information Governance Policy and GDPR.
7.	Assist with the orientation, admission, transfer and discharge of residents, handling personal property appropriately.
8.	Contribute to and ensure a safe and clean care environment in line with infection prevention and control procedures and health and safety procedures at all times, taking immediate action to control any risks or hazards.
9.	Ensure all mandatory training is completed and developmental training as required and maintain a working knowledge of all relevant policies and guidelines which impact on the role.
10.	Act as a Key Worker to designated residents; obtaining a sound knowledge of the Resident's life history, routines, personality and physical health.
11.	Introduce, assist and participate with meaningful activities, which reflect the individual choices and interests of the residents in our care; striving to achieve the highest possible quality of life for residents and maintain relationships with their families, friends and the community.
12.	To ensure that all concerns or changes that impact on the wellbeing of the resident are escalated to the Senior Care Assistant /Nurse in Charge immediately.



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY  
Telephone: 020 7222 1177 Email: [admin@hmt-uk.org](mailto:admin@hmt-uk.org)  
[www.hmt-uk.org](http://www.hmt-uk.org)

13.	Communicate professionally and warmly with all residents, visitors and stakeholders to the home
14.	To ensure all machines and equipment are in good working order and report any faults immediately. If any machine is felt to be dangerous, to withdraw it from service immediately.
15.	When required, accompany residents to appointments outside the home.
16.	To be responsible for the health, safety and welfare of yourself and others whilst at work, including colleagues, residents and visitors to the Home and for alerting the officers responsible to any hazards or potential risks to health and safety.
17.	To be fully conversant with the HMT policies relating to Safeguarding of Vulnerable Adults and Whistleblowing.
18.	Establishing and maintaining positive working relationships both with colleagues, residents, visitors and other health professionals and agencies.
19.	To promote equality and diversity at all times and across all work activities, with a emphasis on protected characteristics and promoting Fairness, Respect, Equality, Dignity and Autonomy (FREDA)

Your knowledge, skills and experience	
Excellent interpersonal skills	Essential
Compassionate and empathetic	Essential
Effective verbal and written communication	Essential
Respectful of the values, views and needs of others	Essential
Experience of providing care in a residential/nursing setting	Desirable
Knowledge of current regulatory framework	Desirable
Dementia awareness	Desirable
Washing, dressing and personal care	Desirable

Your training and qualifications	
NVQ/ QCF Level 2 Care Certificate	Desirable
Manual Handling Training	Desirable
Other relevant healthcare sector training	Desirable

The way we do things at HMT (our Behaviours)
<i>*See Appendix 1 attached</i>

**Note:** This job description is an outline of the job, setting out general responsibilities and tasks the job holder may be required to undertake. It is not an entire reflection of the role and you may be required to carry out other duties

Date **Draft**



Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY  
Telephone: 020 7222 1177 Email: [admin@hmt-uk.org](mailto:admin@hmt-uk.org)  
[www.hmt-uk.org](http://www.hmt-uk.org)

*and responsibilities from time to time. The job description will also be subject to change in-line with the needs of the business.*

*Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.*

*We require that mandatory training is current and will expect you to participate and undertake further developmental training specific to the role.*

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder