



## Job Description

**Job Title:** Care Assistant  
**Responsible to:** Matron

### Job Purpose:


Deliver holistic care of children and young people who are life limited/ life threatened in their homes or at the hospice and to provide support to their families.

### Main Duties:

#### 1. Nursing and Family Care

- > Actively encourage a family atmosphere within Acorns.
- > Assist the registered nurse in assessing the care needs of the child and young person when in the hospice or in their home.
- > Deliver day to day care as detailed in the care plan to a safe and consistent standard.
- > Work with colleagues to ensure all medication is given in a timely manner according to the Acorns medications administration record.
- > Facilitate outings play and activity that is appropriate to age and development needs of the child
- > Adhere to Acorns policies and maintain an awareness of new and developing care options.
- > Every employee has a professional responsibility to maintain an up to date knowledge and awareness of issues required to deliver quality care at the end of life.
- > Every employee has a professional responsibility to maintain an up to date knowledge and awareness of issues around the safeguarding of children, and to ensure that appropriate steps are taken to protect children facilitated through effective communication across multidisciplinary agencies.
- > Every employee has a responsibility to maintain confidential, accurate and timely records.
- > Develop the required computer skills to use technology-based solutions to facilitate effective communication and record keeping.
- > Maintain an awareness of the diversity of families supported by Acorns and ensure that the cultural needs of the children and families are met appropriately.
- > Ensure professional boundaries are maintained and that due attention is paid to confidentiality, privacy and dignity at all times.

#### 2. Professional Development

- > Actively participate in projects to develop service provision.
  - > Take advantage of training opportunities to further develop your skills and expertise to enhance your role within the Acorns Care Team including mandatory training sessions.
  - > Access clinical supervision as and when required.
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### 3. Management and Team Awareness

- > Support the Nurse-in-Charge of the shift in-house at Acorns as required.
- > Actively guide and supervise volunteer work with children.
- > Assist the Matron with ordering and purchasing requirements as necessary for day-to-day running of Acorns services.
- > Inform the relevant line manager / on call of incidents and concerns using agreed processes.
- > Participate in the induction of new employees as and when required.

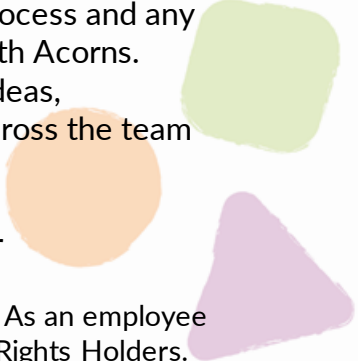
### 4. Communication

- > Encourage the philosophy of Acorns and present a good public image.
- > Liaise closely with the all professionals and volunteers working with the child/ young person and family to ensure a seamless service.
- > Attend team meetings and team briefings and participate in other meetings as appropriate (including external meetings)

### 5. Health and Safety

- > Ensure that infection control guidelines and policies are strictly adhered to.
- > Undertake risk assessment and management to ensure that clients, families, visitors and colleagues are safe.
- > Be aware of and work within the lone working policies of the organisation.
- > Maintain the Health & Safety Regulations of Acorns Children's Hospice Trust including Fire Regulations within the Acorns buildings.

### Other Duties:

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
  - > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
  - > Ensure that our services are 'family centred' and 'family led' and be aware of the need to promote and maintain a positive environment both within Acorns and in all our external contacts.
  - > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
  - > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
  - > To actively participate in a performance and development review process and any training and development identified to further enhance your role with Acorns.
  - > To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
  - > Promote a coaching culture within Acorns.
  - > Carrying out any reasonable duty as requested by your line manager
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Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



**Person Specification – Care Assistant**

|                               | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>  |
|-------------------------------|---|---|
| <b>Qualifications</b>         | <ul style="list-style-type: none"> <li>&gt; Care Certificate or willing to work towards (within probation period)</li> <li>&gt; NNEB or NVQ Level 2 or equivalent (in a subject related to children, families or health)</li> </ul>   |   |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>&gt; Previous experience in general childcare.</li> <li>&gt; Experience in hospital/ physical care of children.</li> <li>&gt; Family/ child centered work.</li> <li>&gt; Awareness of child protection issues.</li> </ul>  | <ul style="list-style-type: none"> <li>&gt; Experience of work with children with special needs or disability.</li> <li>&gt; Experience of working with very sick children.</li> <li>&gt; Experience of working with volunteers.</li> </ul> |
| <b>Skills &amp; Abilities</b> | <ul style="list-style-type: none"> <li>&gt; Good interpersonal skills. Ability to maintain boundaries.</li> <li>&gt; Holistic approach. Flexible and able to use own initiative.</li> <li>&gt; Ability to follow individual care plans.</li> <li>&gt; Ability to support profoundly disabled children.</li> <li>&gt; Able to work as part of a team.</li> <li>&gt; Calm, approachable and friendly.</li> <li>&gt; Competent IT skills with windows based programmes.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; General counselling skills.</li> <li>&gt; Awareness of death and dying.</li> <li>&gt; Play/ activities skills.</li> </ul>   |
| <b>Training</b>               | <ul style="list-style-type: none"> <li>&gt; Ability and willingness to undergo further appropriate training.</li> </ul>   | <ul style="list-style-type: none"> <li>&gt; Ability to train others.</li> </ul>   |
| <b>Other</b>                  | <ul style="list-style-type: none"> <li>&gt; Ability to work under pressure/ tolerate stress within themselves and others.</li> <li>&gt; Shifts including evenings/ weekend work.</li> <li>&gt; Commitment to equal opportunities.</li> </ul>  | <ul style="list-style-type: none"> <li>&gt; To be able to support individuals who express strong emotions.</li> </ul>   |
| <b>Behaviours</b>             | <ul style="list-style-type: none"> <li>&gt; Will challenge the status quo</li> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Curious, always seeking to understand and improve experience of customers</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Innovative mindset and passionate about learning</li> <li>&gt; Commitment to the Acorns strategy &amp; its success</li> </ul>                                       |   |





## Terms And Conditions of Employment

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|------------------------|--|
| <b>Position:</b>       | Care Assistant   |
| <b>Reporting To:</b>   | Matron   |
| <b>Base:</b>           | Acorns for the Three Counties<br>350 Bath Road<br>Worcester<br>WR5 3EZ   |
| <b>Salary Range:</b>   | £23,400 - £24,720 per annum (pro rata)   |
| <b>Enhancements:</b>   | Hours worked on a Saturday - 30% enhancement<br>Hours works on a Sunday and nights - 50% enhancement<br>Hours worked on a bank holiday - 50% enhancement |
| <b>Notice:</b>         | 4 weeks rising in line with statutory provision (FTE)  |
| <b>Hours:</b>          | 25 hours per week<br>(Days and nights rotation)  |
| <b>Holidays:</b>       | 262.5 hours (35 days) per annum (FTE)  |
| <b>Pension:</b>        | Contribution to Group Personal Pension Plan or NHS Pension Scheme.   |
| <b>Life Assurance:</b> | NHS Pension Scheme Life Assurance cover or Acorns Group Life Assurance Scheme  |

All terms and conditions will be detailed in writing together with Employee/Health & Safety handbook, which must be read and observed.