

**vista** 



**Care Assistant**

**[www.vistablind.org.uk/jobs](http://www.vistablind.org.uk/jobs)**

## Welcome to Vista

**My name is Susan Hoath and I am Vista's chief executive. I joined the charity in January 2019, and have been amazed by the dedication and effort that every member of staff puts in to make sure that Vista continues to offer the highest quality care and support for people affected by sight loss.**



Vista has a well-earned reputation as one of the leading independent sight loss organisations in the UK and the passion, commitment and ambition I see in our staff and volunteers is undeniable.

I can't talk about Vista's successes without acknowledging the amazing work of our care staff who provide a safe, nurturing and caring home for people who need significant support and we are very proud of all four of our residential homes. I am delighted to report that all our residential services are rated as GOOD by the CQC.

We hope that you become as passionate for providing the best possible care for our members and residents as the rest of our staff, regardless of department or seniority. We are all working together to ensure that older people and people affected by sight loss don't just survive, but thrive.

### **Susan Hoath**

Chief Executive Officer

## The Opportunity

**Our homes are warm and welcoming. They're safe, comfortable, and a 'home from home' environment. Our Care Assistants help make that possible for our residents.**

The role is all about care, compassion and respect, and enabling our residents to live their lives as fully as possible. You'll provide emotional, physical and social support so they can enjoy everyday life and make the most of special moments.



To find out more and apply visit [www.vistablind.org.uk/jobs](http://www.vistablind.org.uk/jobs)

## How we work together

**Together we can change lives, and we do it better by working as a team.** So, it's vital that:

- We co-operate with each other and communicate effectively through our writing and verbally.
- We stay up to date with what's happening by taking part in staff meetings and being responsible for keeping updated if we're unable to attend.
- We regularly take part in individual supervision meetings with our line manager and reflect on our performance in an annual appraisal.
- We support the wider work of Vista and our colleagues across the organisation by taking part in social and fundraising events.
- We help each other out by working flexibly wherever possible, when needed and sometimes during unsocial hours, to respond to our residents' needs or emergencies.



## About you

**“Caring, sociable and hardworking staff are what makes Kathleen Rutland Home a great place to both live and work.”**

Emma Hopper,  
Registered Home  
Manager



Our Care Assistants go the extra mile for our residents. They give exceptional care because they see the difference it makes and are committed to their career. You'll get the most from your time with us if you're serious about a career in care too and already enjoy giving first-rate support. You'll be as keen as we are to improve continually and eager to develop your skills through up-to-the-minute and specialist training. You'll want to use your new-found skills to bring fresh ideas to our home too.

You know you have the potential to be even better, and our residents deserve the very best, and so we'll invest in your future development. In return, you'll want to enjoy a long-term career with us.



**‘I’m absolutely passionate about my job – I love the feeling of accomplishing something and the fact that you create an environment here for everyone involved – we are one big family.’**

Susan, Activities organiser

## How you'll make a difference

- You'll enable our residents to live their life as fully as possible by helping them with their physical and personal care, in line with their support plan.
- You'll take the time to understand any communication difficulties, and support them to make themselves understood, and easily understand any information shared with them.
- You'll make it possible for our residents to live their life however they wish by helping them make choices and take part in decisions relating to their home.
- You'll enable them to enjoy outings, shopping trips or go on holiday with support to make it possible.
- You'll make mealtimes more enjoyable and help individuals with their food and drink when they need a hand. And you'll make sure everyone is served meals which suit their individual needs and wishes.
- You'll assist our residents in moving around, staying comfortable and remaining as mobile as possible, in line with their support plan.
- You'll work with the kitchen team to create a welcoming dining room by helping to keep it clean and setting tables.
- You'll make family, friends and other visitors feel welcome and help their visits go smoothly.
- You'll help make sure the religious, cultural and spiritual needs of our residents are met, as per their support plan.





- You'll make it possible for them to do more of what they enjoy by initiating, organising and delivering those activities within their home and the local community.
- You'll help make life easier for our residents by keeping up to date with their care needs, including checking the report book and completing reports to keep colleagues updated.
- You'll keep them safe by immediately reporting any accidents or injuries and taking appropriate action.
- You'll help our home run smoothly by maintaining clear records.
- You'll want to provide the best care possible and be willing to take on other tasks if required, which can reasonably be expected within this role.



## A little bit about health & safety, safeguarding and more

Like you, we're dedicated to providing the highest standards of care and safety. Therefore, it's crucial that we all comply with regulations, best practice guidelines and organisation-wide policies and procedures. We'll tell you more about how we do this later in the process.

## The Homes

Vista operates 4 residential homes for people with a wide range of care needs. Our staff are especially trained and experienced to look after people who have sight loss, dementia, and complex needs.



### Kathleen Rutland Home

Located in Leicester Forest East, our older persons home has been designed with all the usual homely comforts you'd expect, such as welcoming lounges, light and spacious dining rooms, large relaxing gardens, and comfortable en-suite bedrooms, all of which provide a warm place for our residents to relax.

### New Wycliffe Home

Situated in Rushey Mead, just three miles from the city centre, New Wycliffe Home is an attractive, spacious home for older people, with peaceful outdoor areas. It has been awarded Care Home of the Year at the Leicester Mercury's Carer of the Year Awards.



### Simmin's Crescent & Whitteney Drive

Set back from the main road in Eyres Monsell, just five miles from the city centre, each of our three bungalows provide a spacious, comfortable home environment for up to five people. Our dedicated staff offer person centred care for those with complex needs.

### Applegarth

Offering care for those with complex needs and situated in the heart of Leicester Forest East, with convenient transport links to the city centre, Applegarth is set back from the main road in beautiful surroundings.

## Our Values

**We care about people.** Challenging unfairness and inequality, we recognise and value people as individuals.

**We are not afraid to change.** Passionate and creative in our work, we are ambitious in our expectations of ourselves and others.

**We listen and learn.** We are driven by the needs, ideas and experiences of the people we support, learning from them and from each other.

**We are open and honest.** Together we seek feedback, grow ideas and make a difference. We do what we say we are going to do.

**We work best as a team.** Everyone's contribution to our work is valued. We support each other to achieve our best and hold each other to account.

**We are proud of Vista.** We measure the quality and impact of our work, demonstrating best practice. Each of us is an ambassador.



**If you require the information in this handbook in an alternative format (e.g. large print, audio or Braille) please contact Vista on **0116 249 0909**.**

**For more information, please contact the HR Department**

**Human Resources**

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*Registered charity number 218992*

## Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified (e.g. form, interview, test)</b>
Qualifications & Training	<ul style="list-style-type: none"> <li>▪ Level 2 qualification in Health &amp; Social Care or a willingness to work towards a Level 2 Diploma in Health &amp; Social Care</li> </ul>	<ul style="list-style-type: none"> <li>▪ Level 3 qualification in Health &amp; Social Care or equivalent.</li> </ul>	Application form/ interview/ certificates
Experience	<ul style="list-style-type: none"> <li>▪ To demonstrate compassion and empathy in your approach to caring for older people/adults, either through previous work or life experience.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience of working with people with sight loss.</li> <li>▪ Previous experience of working with people in a residential or health setting.</li> </ul>	Application form/ interview/ references
Skills & Knowledge	<ul style="list-style-type: none"> <li>▪ Ability to work on own initiative and as a member of a team to support service needs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of Key Worker or similar system.</li> </ul>	Application form/ interview

	<ul style="list-style-type: none"> <li>▪ Competent to administer medication and First Aid as required</li> <li>▪ Display a practice which shows a high regard for people, their property and their rights.</li> <li>▪ Good verbal and written communication skills in English.</li> <li>▪ Ability to work closely with people and their families.</li> <li>▪ To respect people’s privacy, dignity, choice and confidentiality at all times.</li> <li>▪ Calm manner.</li> </ul>		
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Commitment to equal opportunities and Vista’s Statement of Culture, Values and Core Principles.</li> <li>▪ Commitment to provision of development and delivery of a high quality residential service.</li> <li>▪ Ability to undertaking moving and handling tasks.</li> </ul>	Knowledge of moving and handling techniques and equipment.	Interview
Other	<ul style="list-style-type: none"> <li>▪ Must be able to work flexibly including evenings, nights, weekends and bank holidays in</li> </ul>		Interview



	<p>accordance with the needs of the Home.</p> <ul style="list-style-type: none"><li>■ (Nights only) Must be willing and able to undertake the role of shift leader as and when rostered.</li><li>■ Willingness to take part in and help organise activities in and outside the Home.</li></ul>		
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