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**GABRIELS CARE & NURSING AGENCY**  
**Health Care Assistant / Support Worker (Flexible Role)**  
**Ref: GB1004**

Gabriels Care & Nursing Agency is located in the heart of Reading, Berkshire and was founded in 2001. We supply staff for clients at a variety of locations fulfilling varying roles. These clients include (but are not necessarily limited to) hospitals, private care homes, local authority/council run care homes and charitable foundation homes. Gabriels is dedicated to providing the best standard of care, although there are no set entry requirements, we look for people who have caring attributes and are 'champions of the vulnerable'. As a **Health Care Assistant / Support Worker** you will support our various clients with providing high-quality care to residents and patients. This role is varied day-to-day. Suitable candidates will have good communication skills and can work with integrity. Previous experience of working in elderly care and with learning disabilities is desirable, although we do consider applications from individuals who have an interest in working in the role. All workers must undertake a Disclosure Barring Certificate check. We can provide relevant training needed to fulfil role requirements.

***Why work for Gabriels:***

- Flexible Working Hours
- Full-time and Part-time
- Day/Nights Weekdays / Weekends
- Work as Self-Employed / PAYE
- Weekly Pay
- Transportation Service Provider
- Continuing Professional Development (CPD)
- Enhanced Training Qualification

**Informal Discussion**

For an informal discussion please contact Linda Gitau, Recruitment Manager via e-mail: [enquiries@gabrielsnursing.com](mailto:enquiries@gabrielsnursing.com) or +44 (0) 7889968169.

**Job Description**

A job description is attached as Appendix A. The precise duties will be agreed in discussion with the Manager.

**Person Specification**

The person specification for this post is attached as Appendix B.

## **SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT**

**This summary is given as a guide and is not intended to form part of an individual's contract of employment. Full details of terms and conditions of employment for Agency staff will be made available to the candidate to whom the appointment is offered.**

### **Salary**

Salary will be up to £14.00 and depending on the placement. Health Care Assistants may work shifts which could involve, nights, early starts, evenings, and weekends. The normal expectation is that starting salary will be at the minimum of the advertised salary scale and is dependent on experience.

### **Casual Workers Hours**

Due to the fluctuating demand to provide workers the agency cannot always predict exact staffing levels that it will require. Casual can therefore determine their working hours through accepting or refusing assignments offered. Your hours of work will vary depending on the operational requirements of the company and its client(s).

### **Starting Date**

We accept applications on a rolling basis. Successful applicants are subjected to undergo company pre-employment checks.

### **Annual Leave Entitlement**

There is an annual holiday entitlement which will depend on the number of hours that you work and will be pro-rated on the basis of full-time statutory entitlement of 28 days' holiday.

### **Notice Period**

One months notice by either party.

### **Cancellation Period**

A minimum of 3 hours, agency charges apply.

### **Proof of Qualifications**

The person specification for this post lists qualifications that are essential and/or desirable and you may hold some or all of these qualifications. Please note that if you are shortlisted for interview you may be asked to bring original certificates of these educational and professional qualifications. **Please do not provide these with your application.**

### **Entitlement to Work in the United Kingdom**

If you are shortlisted for interview you will be asked to bring to interview original documentary evidence of permission to work in the UK. Candidates invited to interview will be provided with a list of appropriate documents that can be provided as evidence.

**Please do not provide this with your application.**

Workers from outside of the EU may be eligible to work in this role subject to their immigration status. However, due to the nature of this role and the level of qualifications required, please note that immigration legislation will not allow applications for a sponsorship certificate for this post.

## **Health Assessment**

Acceptance of registration is conditional upon a trust statement of details of your mental and physical health as set out in the application form. You have personal responsibility to declare any health conditions that may affect your competency to carry out the work outlined in the job description.

## **APPLICATION AND RECRUITMENT PROCESS**

Your application form should quote the code **GB1004** and can be returned in the following ways:

- To apply please visit the relevant vacancy details at [www.gabrielsnursing.recruitee.com](http://www.gabrielsnursing.recruitee.com)
- Please note that feedback will not normally be provided to those applicants who are not shortlisted for this post.

### **Referees**

In naming referees in your application, you are requested to give only those who can immediately be approached and one of these must be your current employer, or if not employed your most recent employer.

### **Interviews**

Applications will be shortlisted and candidates may be notified of their interview times by telephone and/or email and it is therefore essential you include both of these in your application.

Candidates should note that travel and incidental expenses incurred in attending the interview will not be reimbursed.

If you need this document in an alternative format please contact us on +44 (0) 7889968169 or by email [enquiries@gabrielsnursing.com](mailto:enquiries@gabrielsnursing.com).

## APPENDIX A

### JOB DESCRIPTION – REF: GB1002

**JOB TITLE:** Gabriels Care & Nursing Agency  
(Health Care Assistant / Support Worker)

**CONTRACT:** Casual Worker

**Reporting to:** Senior Care Staff / Staff Allocation and Resources Team

#### JOB FUNCTION:

Performing the role of both **Health Care Assistant/Support Worker** you will need to be flexible and prepared to provide high-quality care to all vulnerable groups our clients care for. This includes elderly care, dementia, mental health patients, children (under 18)/adults with learning disabilities, autism, and epilepsy. our various clients with to its residents and patients. The role is varied day-to- day and the post holder will assist with all aspects of care such as personal care, making beds, providing mobility support, serving meals and feeding, talking to residents, and monitoring general health and well-being.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

- To treat all residents with respect and courtesy, maintaining dignity and respecting individual needs and differences, both physical and cultural.
- To provide help with resident's personal care including, showering, getting dressed, helping patients to the toilet and feeding.
- To ensure residents physical environment is maintained, kept tidy and clean e.g. making beds, checking room temperatures and cleanliness.
- Talking to residents, reassuring them and encouraging attendance of social activities when appropriate facilitating them to achieve this.
- To use specialised equipment to lift and move patients, including wheelchairs.
- To observe and report any changes in the resident's condition immediately to a relevant professional.
- Under the direction of a qualified practitioner, provide you may be asked to provide basic wound care, prompting medication, blood sugar monitor, taking patients temperature or pulse.
- To undertake clerical duties as required such as mandatory training and attend meetings with other healthcare professionals.
- To liaise effectively with other professionals and significant others involved in the resident's care, ensuring an integrated pattern of service delivery.
- To seek assistance and guidance from senior staff when necessary.
- To receive supervision in order to enhance and consolidate personal and professional skills.
- To conduct a professional manner between yourself and residents i.e. no exchanging of telephone numbers, no outside contact, this could lead to a dismissal from the age.

The post holder will report to the Senior Care Staff in charge or Registered Manager on shift and be supervised by the Staff Allocation and Resources Team, but will expected to plan and manage his/her own workload within agreed systems and deadlines.

## APPENDIX B

### PERSON SPECIFICATION – Ref: GB1002

<b>Post title: Gabriels Care and Nursing Agency Staff (Healthcare Assistant)</b> <b>Date: August 2018</b>		
Criteria	Essential	Desirable
<b>Education, Experience &amp; Achievements</b>	<ul style="list-style-type: none"> <li>▪ English Language Competency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification in Healthcare (NVQ)</li> <li>▪ Experience working in similar setting.</li> <li>▪ Strong teamwork ethic.</li> <li>▪ Compassion focused.</li> <li>▪ Flexibility</li> <li>▪ Healthcare sector experience.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Evidence of good written and verbal communication skills.</li> <li>▪ Excellent skills in communicating with service users.</li> <li>▪ Ability to relate to people from a wide range of backgrounds</li> <li>▪ Observational Skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Requested Mandatory Training Certification</li> <li>▪ Competent IT Skills.</li> <li>▪ Mental Capacity Training/ Mental Health Act</li> <li>▪ Epilepsy Awareness</li> <li>▪ Lone Worker</li> <li>▪ Medication Awareness</li> <li>▪ Deprivation of Liberty Safeguards (DoLS)</li> <li>▪ Dementia</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Commitment to high standards of Care Quality and Commission conduct.</li> <li>▪ Ability to work in a team in order to execute a wide range of tasks.</li> <li>▪ Flexibility and ability to work under pressure.</li> <li>▪ The ability to prioritise a busy workload.</li> </ul>	