

JOB DESCRIPTION - HOME CARER

SUMMARY

Position: Home Carer
Hours: Negotiable
Responsible To: Home Care Manager

PURPOSE OF THE POSITION

To provide a high quality service of care that meets the needs of the Client in a way that respects and promotes their privacy, dignity and independence at all times, enabling the Client to live independently in their own home for as long as they wish. This will involve helping in the general day-to-day activities of the Client as specified in the each Client’s personalised Care Plan. Care provided is expected to include care that would reasonably be given by members of the Client’s own family and should not include tasks that require the skills and expertise of clinical professionals.

PRINCIPAL RESPONSIBILITIES

- 1. To deliver care and other tasks as specified in the Client’s Care Plan.
- 2. To assist the Client with the following activities and in doing so observe and promote the Client’s privacy, dignity and independence at all times as far as is practical:

<p>Help in the Home</p> <ul style="list-style-type: none"> ▪ Preparing meals or snacks ▪ Shopping for food and other household essentials ▪ Collecting pensions, benefits and prescriptions ▪ Paying bills ▪ Washing and ironing ▪ Bed making and changing ▪ Light housework and errands ▪ Organisational and administrative tasks 	<p>Companionship</p> <ul style="list-style-type: none"> ▪ Providing company and companionship ▪ Accompanying / escorting clients to the shops and / or outside appointments ▪ Help keeping in touch with family and friends ▪ Pursuing hobbies and interests ▪ Keeping pets ▪ Help with arranging and pursuing travel
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<p>Personal Care</p> <ul style="list-style-type: none"> ▪ Assisting with dressing ▪ Help with personal cleanliness (including washing, bathing and showering) ▪ Help with lavatory needs (including incontinence care) ▪ Help with eating or drinking (including monitoring diet and eating) ▪ Grooming assistance (including hair care and shaving) ▪ Assisting with mobility (including rising and retiring) 	<p>Medication Help</p> <ul style="list-style-type: none"> ▪ General monitoring of medication ▪ Occasional reminders or manipulation of containers ▪ Assistance with medication compliance aids ▪ Administration of medication
<p>Post-Operative Rehabilitation</p>	<p>Respite Care</p>
<p>Dementia Care</p>	<p>Palliative Care</p>

Any other specific care support need detailed within a Client’s Care Plan for which sufficient training has been completed.

3. To contribute to accurate, concise and timely record keeping whilst maintaining the Client’s privacy in accordance with the Company’s Confidentiality Policy.
4. To report back to the Home Care Manager regarding any aspect of Client care which warrants investigation or urgent action.
5. To contribute to the updating of Client Care Plans and Assessments of Care Needs as required.
6. To comply with all Company policies, procedures and guidelines.
7. Where appropriate, and under guidance from the Home Care Manager, to liaise with Clients, their relatives, Client Representatives, GPs and other professionals as part of a multidisciplinary team, at all times promoting good communication and a quality service.
8. To comply with responsibilities under all relevant legislation including the Health and Safety at Work Act.
9. As directed by the Home Care Manager, to participate in induction training and regular training programmes in order to improve personal skills and knowledge.
10. To participate in appraisal and supervision processes as part of a commitment towards personal and professional development.
11. To participate in staff meetings as directed by the Home Care Manager.
12. To communicate to Management any information that may be of benefit and / or detrimental to the Company.

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- 13. To act in a manner that promotes and enhances the welfare of Clients, colleagues and the Company ensuring that no act or omission results in the Company being brought into disrepute.
- 14. To maintain a professional relationship with all Clients, their relatives or Client Representatives, and maintain this relationship within professional boundaries at all times.

PERSON SPECIFICATION

	Essential	Desirable	Assessed By
Qualifications	<ul style="list-style-type: none"> ▪ Literate and numerate ▪ Agreement to undertake Level 2 Health and Social Care Diploma (or equivalent) 	<ul style="list-style-type: none"> ▪ Level 2 Health and Social Care Diploma (or equivalent) ▪ Up to date mandatory training (e.g. manual handling, first aid etc.) 	<ul style="list-style-type: none"> ▪ Employment Application Form ▪ Interview ▪ Original Certificates
Experience	<ul style="list-style-type: none"> ▪ Clear desire for supporting a dependent person with activities of the Company 	<ul style="list-style-type: none"> ▪ Working within a care setting ▪ Working as part of a home care service ▪ Working with older adults ▪ Caring for a person with dementia or a long-term illness ▪ Supporting an individual to obtain and take their prescribed medication 	<ul style="list-style-type: none"> ▪ Employment Application Form ▪ Interview ▪ Pre-employment Checks
Knowledge	<ul style="list-style-type: none"> ▪ Aware of how ageing and disability may impact upon individuals ▪ Recognise the rights and choices of Clients ▪ Appreciate the importance of supporting a person to maintain communication when hearing, sight and / or mental faculties are impaired ▪ Understand the importance of maintaining confidentiality 		<ul style="list-style-type: none"> ▪ Interview

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<p>Skills and Attributes</p>	<ul style="list-style-type: none"> ▪ Work unsupervised and as part of a supportive team ▪ Prioritise tasks on the basis of importance and / or risk to ensure that tasks are completed to the required standard ▪ Accepts responsibility for own actions and behaviour and able to report actions or behaviour that contravenes Company policies and procedures ▪ Obtain, receive, read and complete written records and forms ▪ Develop positive relationships with Clients, Client Representatives, families, carers and other health and social care professionals ▪ Understand Clients' needs and respond appropriately ▪ Good communication skills - with Clients, colleagues and other professionals ▪ Recognise when information should be shared and with whom and where it is important to maintain confidentiality ▪ Recognise the boundaries of one's own role, responsibilities and competence and seek appropriate help and advice to minimise risk to self and others 		<ul style="list-style-type: none"> ▪ Interview ▪ Pre-employment Checks ▪ Probationary Period
<p>Values and Attitudes</p>	<ul style="list-style-type: none"> ▪ Warm, patient and compassionate ▪ Reliable, trustworthy and committed to the Position ▪ Tactful, diplomatic and accommodating ▪ Open-minded and non-judgemental ▪ Enthusiastic and positive 'can do' attitude ▪ Respectful to others ▪ Commitment to providing and maintaining high standards of care and support ▪ Mature, calm and professional 		<ul style="list-style-type: none"> ▪ Interview ▪ Pre-employment Checks ▪ Probationary Period
<p>Working Arrangements</p>	<ul style="list-style-type: none"> ▪ Flexibility ▪ Ability to drive and have the use of your own vehicle 	<ul style="list-style-type: none"> ▪ Ability to work extra shifts if required 	<ul style="list-style-type: none"> ▪ Interview ▪ Pre-employment Checks ▪ Probationary Period

Note: The Job Description is not an exhaustive statement of the scope of the Position and the employee may be required to undertake any other duties commensurate with the Position.