JOB DESCRIPTION

JOB TITLE: CARE WORKER

REPORTING TO: Line Manager and Management Team

JOB HOURS Flexible, depending on the needs of the business
16 – 40 hours per week

JOB PURPOSE

• To look after the physical, emotional, cultural and social needs of the Clients using a person centred approach

• To observe and promote the Client’s choice, independence, dignity, privacy, fulfilment and other rights

• To create and maintain good professional relationships with Clients, their family and friends and other stakeholders

• To actively support other Care Workers

• To adhere to all regulatory and statutory obligations and Caring Hand’s policies, procedures and guidelines

• To actively market Caring Hands and promote a positive, personal and professional profile, ensuring the good reputation of Caring Hands at all times

JOB RESPONSIBILITIES

1. Care provision

• To provide personal care and support to Clients with a wide range of needs, illnesses and disabilities

• To know and understand the care and support of the Client

• To undertake the tasks detailed in the Client’s care and support plan using a person centred approach and in the least intrusive way

• To encourage the independence and motivation of the Client and not foster dependent behaviour

• To provide input into the care and support plans of Clients by regularly feeding back to the Field Care Supervisor
• To assist Clients getting up in the morning and going to bed at night
• To assist Clients to wash, bath and shower
• To assist Clients to dress and undress
• To assist Clients to look after their skin, teeth, hair and nails
• To assist Clients with toileting, continence management and personal hygiene
• To assist Clients with their medication at the agreed level of support and as detailed in their Medication Care Needs Assessment
• To prepare food and drink for the Client, being aware of the Client’s choice, likes/dislikes, nutritional needs and cultural requirements
• To provide light general household domestic duties, including housework and laundry, as detailed in the care plan or instructed by Management
• To use manual handling equipment safely and correctly
• To take responsibility for the safe handling of property and equipment belonging to the Client
• To maintain good communication and develop effective working relationships with Clients
• To provide companionship to the Client, actively talking and listening to them about their interests
• To help the Client to maintain contact with their family and friends
• To accompany the Client on trips into the community
• To assist the Client to manage their personal affairs
• To ensure as safe as possible the living environment for the Client, whilst respecting the Client’s choice and rights

2. Recording and reporting

• To maintain detailed accurate records in respect of care and medication support given and tasks undertaken
• To regularly read care and support plans, acknowledging changes
• To protect the confidentiality of all information relating to the Client and not divulge information to anyone who is not authorised to receive it
• To promptly report to the office or Out of Hours Care Coordinator any issues concerning the care, support, well being or behaviour of the Client and update records accordingly

• To continue to monitor where concerns have been reported and recorded

• To recognise the signs of abuse and immediately report abuse or suspected abuse to a Manager

• To report any complaints to the office or Out of Hours Care Coordinator

• To contact the office or Out of Hours Care Coordinator if running late

3. General

• To dress appropriately, wearing uniform and using personal protective equipment provided by Caring Hands

• To seek out best practice and look at innovative ways to improve the quality and efficiency of service delivery

• To attend and participate in regular Care Worker team meetings and any other relevant meetings

• To attend in house and external training pertinent to the role of Care Worker

• To ensure completed weekly timesheets are submitted on time

• To observe all health & safety rules and take reasonable care to promote health and safety of self and others and raise any concerns to the Field Care Supervisor

• To aim to ensure everyone has equal treatment and equal access to services and employment

• Any other duties requested by Senior Management, which are within the scope of the post

Special conditions attached to post

• Flexible working, as evening and weekend work is required

• Own transport