

Post: Domiciliary Home care worker
Report to: Care Manager/Field Care supervisor
Accountable to: Care manager
Probation period: 3 months

Job description

Domiciliary Home care workers are employed to provide practical and or emotional support for adult clients with a wide range of illnesses, mobility problems and other physical disabilities and clients' who are dying, without direct supervision, in the homes of clients, providing the support as part of an agreed care package. The aim of the individual care package is to enable clients' to remain at home with as much independence as possible. To actively talk and listen to the clients, allowing for their personal choice in their own home, all aspects of the care package are to be carried out in a professional and caring manner, respecting the Client's rights, dignity, privacy, property and confidentiality.

Role and responsibilities

- To be available to work as and when agreed with Careline cc Ltd, and to follow policies and procedure in cases where you are unable to work, i.e. through sickness
- To ensure duties assigned to you by the Care manager are carried out at allocated times, accurately and in a competent manner, in accordance with the clients individual care plan, duties may include;
 - ✓ To assist clients with getting up in the morning and getting into bed in the evening.
 - ✓ Promotion or assisting with personal hygiene tasks including toileting, changing clothes and/or bedding where necessary; empty and cleanse commodes, and wash clothes and bed linen (which may include laundry soiled by incontinence) as required.
 - ✓ Assisting with bathing or showering and dressing
 - ✓ Undertake basic day to day written, factual recording as required
 - ✓ Transporting clients to appointments, shopping or outings, subject being suitably insured
 - ✓ To prepare light meals, snacks and drinks and assist with feeding if required
 - ✓ To undertake shopping on behalf of the client when required and to undertake minor financial transactions on behalf of the client, including collecting pension and paying bills in accordance with policies and procedures
 - ✓ To prompt medication, as specified in the clients individual care plan.
 - ✓ To assist in pursuing social activities
- Record accurate information on a daily log and to complete required records, as required
- To report to the Liaison officer any significant changes in the health or social circumstances of the individual.
- To encourage clients towards a degree of independence and activity appropriate to their abilities.
- Within an agreed care plan and consultation with the Home Care Manager, to contribute to the supervision of clients who have a tendency to wander, neglect themselves or put themselves at risk?
- To be aware of the appropriate action to take in an emergency.
- To report and record any accident or incident or near miss which may occur – no matter how minor, whether to the client or the care worker
- To work with a clients partner/relative to maintain the clients home.
- To provide general support to the client as part of a caring team.
- To ensure that your ID badge is available to the client on each visit and that the company uniform is worn at all times.

- To respect the independence, dignity, privacy and confidentiality of all clients in accordance with company's policies and procedures.
- To comply with National Minimum Care Standards, Domiciliary Care Regulations and requirements as outlined in company staff handbook and company policies and procedures
- To inform the Care manager immediately of any suspicion of abuse or violence towards a client as per policies and procedures.
- To bring to the attention of the Care manager any conduct which may be considered to be disadvantageous or harmful to the health or well being of the client.
- Senior care staff – To participate in work-shadowing and the integration of home care workers into their new working environment.

Training

All Domiciliary Home care workers must attend a full induction training course before starting work, and will be encouraged to enrol through us on a NVQ level 2 (discussed at first 3 month review). To attend Carers meetings and all other training deemed appropriate for their post. All mandatory training must be attended.

- To be aware of the appropriate action to take in an emergency.
- To comply with Manual Handling legislation when moving clients.
- To have an appropriate knowledge of the correct use of aids and equipment used by or with clients in their daily living, and report any obvious defects

This Job Description is intended to give the post holder an appreciation of the role envisaged and the range of duties. However, it is not exhaustive and may be reviewed from time to time.

Person Specification

Essential

- Full driving license/ own transport/ mobile phone
- Good time keeper
- Honest
- Reliable
- Trustworthy
- Caring
- Friendly
- Presentable
- Good planning skills
- Willing to work towards NVQ 2 within 6mths of employment
- Commitment to own professional and personal development
- Understanding of social care provision
- Excellent communication skills
- Able to demonstrate good written and spoken English
- Able to understand and cope with emergency situations
- Ability to cope with change
- Ability to work as part of a team and on own initiative

Additional requirements

- This post is subject to an enhanced CRB (applicant to incur cost £46.20)
- Provide full driving license, MOT Certificate & Car insurance, Class 1 business use

Desirable

- Previous experience of working in social care, this can include care for family/ friends
- Working knowledge of the Domiciliary care industry and surrounding regulations and legislation
- Understanding of regulatory body, functions and requirements

