



## **JOB DESCRIPTION**

**Business Unit:** Home Service

**Location:** Domiciliary Service

**Post:** Home Care Worker

**Grade:**

### **Job Purpose:**

To provide personal and social care according to a Care Plan specific to each individual service user. Care duties will include healthcare, dietary care and domestic/household duties.

### **Main Duties and Responsibilities**

1. Work with service users, in their own homes, carrying out all aspects of their care plan.
2. Attend to the service user's personal support needs including – daily household tasks, getting up or going to bed, dressing and undressing, washing, bathing, grooming, eating, drinking, using the toilet, dental care, care of pressure areas etc.
3. Assist with mobility including transfers between bed and chair, the use of aids and adaptations in accordance with Manual Handling Guidelines and reporting any defects, absence of equipment or unused equipment appropriately.
4. Monitor self-administration of medication, or to assist/prompt or administer in accordance with the Care Plan.
5. Adhere to Company procedures in all aspects.
6. Report any concerns about a service user to your line manager or appropriate services.
7. Report any health and safety with the service user's home to your line manager.
8. Complete effective, timely and appropriate records and information such as case notes, medication charts etc.
9. Fully participate in reviews of service user care plans as required.
10. Undertake mandatory and any other training as directed and participate in regular supervision sessions and team meetings.

### **SPECIAL CONDITIONS**

Casual Car user allowance is payable in the case of use of own vehicle for work use.

The Domiciliary Care Service is operational 365 days a year, including weekends, public holidays, statutory days and concessionary days. The appointed person's individual hours of duty will be based on the needs of service users. The appointed person will not usually be required to work more than 5 out of every 7 days.

## **OTHER**

There is an expectation placed on all newly recruited employees to achieve the appropriate level of vocational qualification at the first possible opportunity.

## **GENERAL**

This job description is a representative document. Other reasonable, similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for compliance with applicable legislation and Company policies and procedures so far as they affect them, their colleagues and others who may be affected by their work.

Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

The post holder will be expected to comply, observe and promote the Equal Opportunities Policy of the Company.

All staff have a duty to report, through the Line Management process, any aspect of service user care which warrants investigation or urgent action and to take appropriate action in an emergency. This includes sharing any information about any New Directions' employee who they consider may pose a risk of harm to vulnerable adults in accordance with New Directions' Safeguarding and Whistle Blowing Policies.

To ensure that client information data is lawfully gathered, accurate and up to date and only divulged in accordance with the General Data Protection Regulations (Regulation (EU) 2016/679). Failure to apply these duties can lead to the individual or the Company facing court proceedings.

A full enhanced DBS check will be necessary for this post.

**Date:** March 2018

## SEFTON NEW DIRECTIONS

### PERSON SPECIFICATION

**Post:** Home Care Worker

**Grade:**

**Business Unit:** Home Service

**Location:** Community Based

<b>Personal Attributes Required</b>	<b>Essential (E) or Desirable (D)</b>
<b>Qualification &amp; Training</b>  Diploma in Health & Social Care Level 2 or equivalent	  Not Essential
<b>Experience</b>  Experience of working with vulnerable people in their own homes or a care home environment	  Not Essential
<b>Skills/Knowledge/Aptitudes</b>  Able to form a professional and warm rapport with service users  Have a sensitive and patient manner  Be assertive with the ability to encourage service users where capability exists  Ability to exercise discretion and confidentiality at all times  Ability to communicate well with service users  Reliable and punctual	  Essential  Essential  Essential  Essential  Essential  Essential
<b>Special Requirements</b>  An enhanced DBS disclosure will be necessary for this post.  A current, clean driving license or other means of reliable transport.	  Essential  Not Essential