

**Job Title:** Care Assistant Homecare Worker  
**Responsible to:** Manager

### **Purpose of the position**

To provide personal, practical, social and emotional support to people in their own homes, in a way that respects the dignity of the individual and promotes independence. The support provided by Care Workers is that which would normally be undertaken by a caring relative and must not include tasks which would normally be undertaken by a qualified nurse.

### **Main duties and responsibilities**

1. To follow the policies and procedure of Care 1st Homecare at all times.
2. To portray a professional image and represent the company in line with the Company's high standards at all time.
3. The duties will include personal care such as assistance with personal hygiene, grooming, the management of continence and rising & retiring.
4. Contribute to the ongoing support of people who use our services and their informal carers.
5. Contribute to the movement and handling of people who use our services to maximise their physical abilities and mobility.
6. Enable people who use our services to maintain their personal hygiene and appearance.
7. Assisting in the preparation and making of meals, drinks and snacks.
8. Enabling people who use our services to maintain a good level of nutrition and hydration.
9. To provide assistance with toileting, including emptying and cleaning of commodes, emptying and changing of catheter bags and the use of aids to continence such as pads.
10. To provide assistance with other tasks of daily living that people who use our services cannot manage alone. These may include cleaning, shopping, collection of pension, paying of bills and laundry.
11. Enable people who use our services to manage their domestic and personal resources.
12. To provide social support such as talking and listening to people who use our services, helping them maintain contact with family and friends.
13. Enable people who use our services to maintain contacts in potentially isolating situations.
14. Promote effective communications and relationships, including team working
15. To record all actions and information within the home in a clear, legible and professional manner.

16. To report to the all changes in the health and social circumstances of people who use our services to the Registered Manager as soon as practical
17. Receive, transmit, store and retrieve information complying with data protection.
18. To work as part of a team with colleagues and work closely with other agencies and professionals involved in the care of people who use our services, for example District Nurses.
19. To prompt people who use our services to take their medication as identified by the support plan. Care Workers must not administer or advise on the use of medication of any type.
20. To work in accordance with the weekly work schedule and complete timesheets in a clear, legible manner including obtaining the signature of the people who use our services except in cases where it is known that the person is unable to sign.
21. Maintain a written agreed record of work completed.
22. To attend any training provided by the company and to attend meetings, and reviews regarding the people who use our services as required.
23. Develop one's own knowledge and practice.
24. Participate in the Prevention and Detection of Abuse.

### **Staff Training and Supervision**

- You will be required to be employed for a probationary/induction period of 3 months.
- You will be required to attend regular supervision sessions with the manager and to participate in the performance appraisal process.
- You will be required to attend ongoing training sessions, which will include training in dealing with the user groups you will be caring for and/or supporting
- You might be required to enroll on a NVQ level 2 course in Health and Social care within 3 years.

This job description is not extensive and will develop and change over time, within the boundaries of the job purpose.

I confirm that I have read understood and agreed the conditions and requirements outlined above

Name.....Signature .....

Date .....