

## **Job Description Home Care Worker**

### **Responsible to: Home Care Co-ordinator**

To provide care services, including personal care, to a wide variety of service users in a way that respects their dignity of the individual and promotes their independence.

#### **Key Areas**

##### **Principal Duties**

To visit service users in their own homes.

To follow service users individual care plans. Tasks will include a mixture of the following, although the list is not exhaustive:

1. To assist service users to get out of bed and dressed.
2. To assist service users with getting undressed and into bed.
3. To assist with washing, bathing and toilet including incontinence.
4. To help service users with mobility problems and other physical disabilities.
5. To carry out domestic duties within service users own homes.
6. To do shopping on behalf of service users.
7. To prepare food for service users taking account of any diet restrictions they may have.
8. To accompany service users on social outings/attending appointments.
9. To care for service users who are temporarily sick.
10. To help care for service users who are dying.
11. To provide respite care to allow family/usual carers time away.

(Prior to requests to carry out a number of the above tasks full training and discussion will take place).

To report any problems they identify with existing care plans.

To take service users individual wishes/requests into account at all times.

To help in the promotion of mental and physical activity of service users through talking to them, sharing with them in activities such as reading, writing, hobbies and recreations.

To read and write reports as required.

To report to their line manager any significant changes in service users health/circumstances.

To report immediately to their line manager any risks they identified for service users or staff.

To encourage service users to remain as independent as possible.

#### **General**

To comply at all times with Seton Care's policies and procedures.

To carry out all duties in line with Health and Safety legislative guidelines

To cover visits of other home care staff during periods of annual leave or sickness

To attend training courses as required.

To highlight any training needs they may have.

To attend meetings as required.

## **Person Specification**

### **ESSENTIAL**

1. Self motivated.
2. Organised.
3. Flexible.
4. Caring.
5. Sensitive to the needs of others and to the sick or infirm.
6. An Active team player but also able to work on own initiative.
7. A good communicator.
8. Ability to achieve SVQ/NVQ level 2 Social Care.

### **DESIRABLE**

1. A care related qualification ie SVQ/NVQ level 2, NC/HNC in Social Care
2. Experience in the field of care.
3. Certificate in First Aid.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work, etc. Act 1974.

Seton Care Limited is part of a group of organisations and from time to time the requirements for cross company working may arise in one of the subsidiary companies, commensurate with the post and business development requirements of Seton Care.

The post holder is required to abide by the terms and conditions of the post in particular with respect of Risk Management, Equal Opportunities and Health and Safety practice. These are detailed in Terms and Conditions of Employment.

At all times the employee will be expected to promote the work of the company in line with the aims, objectives and values of the group organisation.