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JOB DESCRIPTION

JOB TITLE: **Care Worker / Domiciliary Care Assistants**

REPORTING TO: **Registered Manager and Management Team**

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

SALARY: **Salary-From £10.50- £15.00 per hour**

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 Amazing Grace Personnel policies, procedures and guidelines
- To actively market Amazing Grace Personnel and promote a positive, personal and professional profile, ensuring the good reputation of Amazing Grace Personnel 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 behavior
- To provide input into the care and support plans of Clients by regularly feeding back to the Registered Manager
- 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, wellbeing or behavior 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 Amazing Grace Personnel
- 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 Registered Manager
- 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