



Position Title:	Care Worker	Position Summary
Department:	Care Home	This position is to contribute to the daily care and support of individuals within a residential setting, covering all aspects of care. This position is also to deliver a person centred approach and enabling individuals.
Supervisor's Title	Home Manager	

Responsibilities and Accountabilities: (Tasks, Business Processes and Procedures for which this job is responsible, and deliverables for which they are accountable.)

- 1 To assist/enable service users with washing, bathing, personal hygiene, dressing, toileting, continence care and meal preparation.
- 2 To assist/enable service users to acquire mobility skills and transferring safely e.g. from bed to chair. Including Moving & Handling transfers and pushing wheelchairs
- 3 To assist/enable and support service user to comply with their prescribed medication and to maintain records as required.
- 4 To work in accordance with Care Plans through on-going discussion with, and under direction of the Registered Manager and a variety of professional staff, and to promote independence by enabling, maintaining, improving and maximising the individuals functioning
- 5 To observe, record and report any factors that may present risk or deterioration in the functioning of the service user.
- 6 To work in accordance with company policies, health and safety guidelines and any other current legislation.
- 7 To keep up to date and accurate records, ie: Factual and eligible care plans
- 8 To interact with service users professionally and respectfully
- 9 To promote person centred care
- 10 To treat people with respect and dignity at all times
- 11 Maintain confidentiality
- 12 Actively encourage clients to make decisions about their own lives
- 13 Contribute and support during activities within the home and the community
- 14 Attend and contribute to review meetings
- 15 Maintain and develop professional relationships with families and outside agencies
- 16 Attend training as and when required
- 17 Enabling clients to lead fulfilling lives
- 18 Carry out key worker duties

- 19 To attend staff meetings at least 4 times per year
- 20 To ensure and contribute to the cleanliness and safety of the home
- 21 Comply with all aspects of Health and Safety Policy and HICA policies and procedures
- 22 Report any safeguarding or poor practice concerns to your line manager without delay, or in your line manager's absence to the relevant person.
- 23 Treat all Service Users and Families with respect, dignity and courtesy and maintain confidentiality at all times.
- 24 Represent HICA in a professional and positive light at all times
- 25 To be aware of relevant legislation and policies
- 26 To comply with any reasonable request from your line manager which may not be stated in the above as this list is not exhaustive
- 27 Any other duties deemed appropriate by senior members of staff

REVIEW AND APPROVAL:

Position Holder

Date

Person Specification: - Care Worker

Essential	Desirable
<p>Education/Training Educated to GCSE standard for literacy and numeracy.</p> <p>Experience No Formal experience necessary</p> <p>Skills/Knowledge Knowledge of confidentiality and its meaning.</p> <p>Effective interpersonal skills to be able to communicate effectively both verbally and in writing with Service Users, Carers, Staff and other professionals</p> <p>Basic understanding of H & S issues</p> <p>Personality Organised and able to manage work load prioritising duties Flexible/adaptable to meet the needs of the home</p> <p>Have a warm, approachable and friendly manner</p> <p>Other Key Requirements Reliable Willingness to undertake all training and qualification needs for the post</p>	<p>Working towards or holds an NVQ 2 or equivalent in care</p> <p>Experience of working within a care setting</p> <p>Experience of working with elderly people suffering with dementia/learning disabilities</p> <p>Basic understanding of Care Planning, Reviews and individual care</p>