

JOB DESCRIPTION

JOB TITLE	Home Care Assistant
REPORTING TO	Area Team Leader/Registered Manager
LOCATION	Community

JOB PURPOSE

To provide personal care, domestic support and companionship. Supporting the individual to remain as independent as possible to live in their own homes and have access the local community.

Report concerns on the health and wellbeing of the client.

PRINCIPAL ACCOUNTABILITIES

To support our service users with their personal hygiene, these duties include showering, baths, shaving and oral hygiene.

To support clients with transfers using appropriate equipment.

To support clients with nutrient and hydration, providing daily meals, support with feeding and following the appropriate risk assessments.

To support and administer medication as per our policies and procedures.

To provide domestic care to service users, to include housework, laundry, ironing and shopping.

To provide social care to service users, to include maintaining links with family and friends, paying bills, collecting pensions, collecting prescriptions and other social activities.

To provide general care to service users, to include emergency assistance, promotion of independence and the prevention of loneliness.

To complete written reports of completed tasks after each visit and/or to affectively use PASS systems to record all observations and medication.

Maintaining confidentiality.

To affectively use Quikplan to log all visits.

To report immediately any unforeseen difficulties or emergencies to Oxford House Community Care office.

To undertake any other duties consistent with the objectives of this post as requested by the Area Team Leaders/Care Team Manager.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS:

Training to be completed within the first 12 weeks. Refresher training to be completed annually.

Induction training, working towards the Care certificate standards:

1. Understand your role
2. Your personal development
3. Duty of care
4. Equality and diversity
5. Work in a person centred way
6. Communication
7. Privacy and dignity
8. Fluids and nutrition
9. Awareness of mental health, dementia and learning disabilities
10. Safeguarding adults
11. Safeguarding children
12. Basic life support
13. Health and safety
14. Handling information
15. Infection prevention and control

Medication

Safe Moving & Handling

SKILLS AND APTITUDES

Good care skills that offer a flexible approach.

Good communication skills.

An ability to work as part of a team.

An ability to enable the service user to live as independently as possible and make the most of the environment in which they live.

The ability to prioritise.

Methodical and orderly approach to recording observations via the care apps.

Good time management.

Personal and professional self-presentation.

The ability to assume a responsible role

OUR VALUES

CARING

Our staff are caring, helpful, kind towards others and always listen. They will make sure our services users are comfortable and take care of their needs.

COMPETENT

Staff will be fully trained and will be confident and competent to carry out all tasks. We provide continuous training and staff will have the opportunity to further develop their skills and progress within the company. Carers will be mentored and have regular supervisions and observations.

DIGNITY & RESPECT

Our carers will respect privacy and dignity at all times. They will maintain confidentiality & will treat & support people with the same respect they would want for themselves.

COMMUNICATION

Our carers will update the management team with any changes or concerns and will work efficiently as a team.

OUTSTANDING

We will all work together to provide safe, reliable and exceptional care to those we look after in the community. Our aim is to be outstanding in all areas of care we provide.