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| **VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION**  Job Title: Care worker |
| Reports to: Field Care Supervisor |
| Role Overview:  The purpose of the care provided by Home Care Assistants is to support individuals who choose to remain in the comfort and security of their own homes and to help them live as independent and active lives as possible by supporting them in an enablement focused way. The tasks you undertake will be agreed by the service user, the Homecare Manager and The Commissioning Team, once they have assessed the service user’s needs. This will be written down as an Individual Care Plan, which will be kept in the service user’s home. This document will specify your duties for each individual service user you work with and it will be your responsibility to follow this and other supporting documents, reporting any changes in need that you or your service users identify.  The Home Care Assistant will be responsible for meeting the personal needs of service users. He/she will assist in meeting the care support and daily living needs of the service user and to provide care and any additional support as required in accordance with our policies and procedures  Key Results Area:  The following list gives examples of the type of duties you may undertake. All of these should be done in a manner which encourages service users towards the maximum degree of independence and activity appropriate to their abilities;   * assisting getting up in the morning including washing/bathing and dressing and maintaining personal appearance * assisting with undressing and getting to bed in the evening * assisting with preparation of meals, drinks and snacks when necessary * provide assistance with toileting and changing clothes and/or bedding where necessary * to maintain commodes and wash clothes and bed linen (which may include soiled laundry) when necessary * provide assistance with other tasks of personal daily living that you cannot manage and provide general support as part of a caring team * Assist and encourage the management of medication or administer where necessary and appropriate, and monitoring health related conditions such as dietary & fluid intake. * To help service users with mobility difficulties, or other physical disabilities, including incontinence. To help in the use of aids and other personal equipment. |

**Leadership Skills**

* Ability to induct and orientate new employees to the job role and service
* Provide Service Users with support/assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the bathroom
* Communicate any problems, concerns or changes to Service Users’ family members as needed

**Communication Skills**

* Carers must build rapport with Service Users by establishing personal connections and showing interest in their lives
* Carers must be able to communicate effectively with Service Users
* Carers must have the communication skills to inform colleagues, management and professionals about the needs of Service Users

**Problem-Solving Skills**

* Carers need to be able to adapt and address situations quickly. Plan, develop, implement and assess approaches to promote health and well-being, whilst recognising and reporting situations where there might be a need for protection

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| **Our company Values**  Working Together to achieve outcomes   * Involve Service Users, family, external agencies & colleagues * Speak up when things go wrong |
| Respect and Dignity   * Understand person-centred care and can demonstrate treating people as individuals and respecting choices * Promoting independence and encouraging appropriate risk taking |
| Everybody Counts   * Ensuring no one is discriminated against or excluded * Understand human rights and impact on care delivery * Facilitating people to ‘speak up’ about concerns and acting upon them |

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| Commitment to Quality of Care   * Striving for quality in everything we do recognising and understanding what quality in care means for people using the services * Being accepting about criticism and focusing on improvement * Being open to new opportunities for learning and identifying the limits of skills and knowledge |
| Compassion   * Treating people with kindness * Understanding the importance of empathy in all areas of employment * Understanding the values of others and always providing a caring service |
| Improving Lives   * Focus on how things could be done better and sharing ideas * Understanding of wellbeing and what is important to people using the service * Improving outcomes for people * Ensuring appropriate services are provided for people using the services   Signed: Print: Date: |