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| **Post Title:** | Home Care Assistant |
| **Activity:** | Regulated |
| **Department:** | Domiciliary Care |
| **Reporting to:** | General Manager |
| **Job Purpose:** | To provide support to customers to enable them to live at home and to lead fulfilled and dignified lives.  To ensure support provided to customers promotes individual rights, needs, preferences, choice and independence. |

**Main duties and Responsibilities:**

1. To provide individualised support to customers as identified in their plan of care. These duties may consist of the following:

* General cleaning duties, to include cleaning / dusting / vacuuming / polishing.
* Bed-making.
* Clearing refuse and rubbish.
* Laundering / Hand-washing / ironing
* Shopping, preparation of shopping lists and assistance with budgeting.
* Meal preparation and serving of meals
* Supporting individuals to eat and drink
* Supporting individuals with aspects of personal care such as dressing, undressing, washing, bathing, showering, shaving, grooming, and cleaning teeth.
* Hair care (washing / brushing).
* Nail care (fingernails only).
* Continence management and assistance with toilet facilities.
* Care of pressure sores (under appropriate nursing supervision).
* Getting in and out of bed.
* Assisting with the use of Aids to Daily Living / Rehabilitation Aids, as required.
* Helping with rehabilitation programmes, as prescribed by Healthcare professionals.
* Day / evening / night sitting services, as required
* Assisting the client to take prescribed medication
* Assistance with personal finances, to include paying bills, collecting pensions, personal planning (birthdays / anniversaries etc), democratic rights (voting cards etc).
* Support people to access community facilities i.e. church, leisure facilities and utilise public transport.

1. To provide care and support to individuals ensuring their rights, cultural and religious beliefs, needs and preferences are promoted at all times.
2. To implement the care value base at all times and encourage individuals to take an active role in daily living.
3. To only undertake duties within own sphere of competence and comply with staff code of conduct and professional boundaries.
4. To participate in the person centred planning process and report any changes to the individuals needs or circumstances as soon as possible to a supervisor.
5. To ensure confidentiality of service user information in accordance with the Data Protection Act and confidentiality procedures.
6. To maintain effective communication within the team and organisation.
7. Communicate with service users in a language and format that meets their individual needs.
8. Work openly and co-operatively with colleagues and service users
9. To ensure that all relevant documentation is accurately completed and ensure daily support notes are completed fully and are signed.
10. Report any service user and/or service needs to a supervisor as soon as possible.

**Safeguarding & Equal Opportunities**

1. To ensure own health, safety and welfare at work and that of service users, staff and others reporting any relevant issues to line manager.
2. To read all risk assessments and maintain up to date knowledge of risk assessments ensuring compliance with approved systems of work.
3. To comply with Springfield policies, procedures, practices and risk assessments and report any concerns or necessary changes.
4. To diligently report any accidents, incidents, dangerous occurrences or infectious diseases which may affect the safety of customers and/or staff.

**Continuing Personal Development (CPD)**

1. To keep own knowledge up to date and record this in CPD and share relevant information and good practice.
2. To attend any identified training to enable role to be carried out
3. To complete evaluations of training attended.

**Other**

1. At all times to act in such a way as to promote the best interests and reputation of the company.
2. To assist in such other duties which may be required from time to time as are deemed necessary and commensurate with the role and position.