

**JOB DESCRIPTION**

 **DOMICILIARY TRAINEE CARE SUPPORT WORKER.**

**RESPONSIBLE TO:** Care Co-Ordinator, Registered Manager and Managing Director

**PAY:** Monthly.

**ANNUAL LEAVE:** Ideally 4 week’s notice to be given to Care Co-Ordinator or Registered Manager or Registered Provider. In extreme circumstances annual leave will be given at short notice at the Management Teams discretion.

**Training/Personal Development.**

* No skills or previous care experience is required nor essential.
* Trainee Care Support Workers will be taken through a company induction and be required to complete the Care standards workbook within an allocated time.
* Trainee Care Support workers will be allocated a Mentor, for guidance and support throughout the probation period.
* Trainee Care Support workers will have access to resources to support their PDP (Personal Development Plan – Distance Learning).
* Have access to relevant training courses to support job role.

**Purpose of Domiciliary Trainee Care Support Worker.**

* To assist and support each individual Service User to remain in their own homes as independently as possible.
* To strongly focus on the individuality of each Service User and their individual needs.
* To assist with Service Users maintaining relationships with neighbours and friends, to help and encourage (where possible) Social interaction with the individuals community.
* To shadow and occasionally work with or alongside other Care Support Workers or other Healthcare professionals in order to provide the best care for the Service User.
* To be the face of ‘Ellarose Homecare Services Limited’ and to act as our representative and represent the company to the highest standard possible; being reliable and compassionate, showing respect at all times.

**Principle Responsibilities.**

* To support nominated Service Users in their own homes at times directed by the Care Co-Ordinators and management team. To check your work schedule and to inform the office with any queries. Trainee Care Support Workers are required to read the Service Users Ellarose Homecare Services care plan on arrival at the Service Users home, and to carry out/support the designated duties. It is required that the Trainee Care Support Workers are particularly vigilant for any signs of distress or anxiety from the Service User, any deterioration in physical/mental health is to be in the first instance to be reported to Care Co-Ordinator or the Manager in their absence, it is then to documented In the daily record of support and financial transactions, of the concerns, and that it has been reported and who it was reported to. Trainee Care Support Workers are to support with all tasks in a way that demonstrates respect for the Service Users privacy, dignity and value, irrespective of severity, disability or personal circumstances. Trainee Care Support Workers are required to focus on the individuals abilities not just their disabilities. It is the responsibility of the Trainee Care Support Worker to summon appropriate assistance in an emergency, if in doubt as to what to do in a situation, it is imperative that the office is contacted to offer guidance. All actions of the Trainee Care Support Worker are to sustain, support and enhance the independence of the Service User as specified in the Service Users care plan.

 **Personal Care**

Trainee Care Support Workers are required to support Service Users with the following:

* Personal hygiene, washing , dressing showering, washing hair, cleaning teeth/dentures and assist with shaving ( electric razor or safety razor only)
* Medication, to administer or prompt medication, and re ordering.
* Meals, preparing meals, cooking meals, and/or feeding.
* Transfers, from one place to another i.e bed to commode etc. If hoisting or any transfer involving more than one Care Support Worker is required, it will state in the Companies care plan.
* Repositioning to assist to relieve pressure areas.
* Elimination needs, assistance to the toilet/commode, catheter care etc.

**Domestic**

* Maintenance of general day to day housekeeping of the Service Users home, emptying bins, washing up etc.
* Light fires or assist with operation of any other sources of warmth.
* Laundry or ironing.
* Shopping, paying bills etc (with or without the Service User being present).

**Social**

* Assist with escorting Service Users to clubs, meetings or other social events.
* Assist them to appointments
* Companionship

**General Duties**

As required, Trainee Care Support Workers are to maintain accurate, legible records, (in black ink) and submit them to the Registered Manager on a regular basis.

Maintain confidentiality at ALL times.

Be aware of the complaints procedure, and advise Service Users of this where required.

Participate in all training courses, including NVQ 2 Health and Social Care.

Comply with legal requirements: Domiciliary Care Agency (Wales) Regulations 2004, National Minimum Standards Act and Health and Safety at work Act etc.

Participate in meeting as required, and attend regular supervisions.

Report any ‘Bad’ care to the appropriate person adhering to policies and procedures.

**All Trainee Care Support Workers are responsible for any day to day decisions within the confines of the duties allocated and the description. ALL required tasks and Ellarose Homecare care plans are completed and assessed by a qualified assessor, and will be specified in the Service Users care plan. All Trainee Care Support Workers are to ensure they carry out all duties as per the Companies care plan, wearing appropriate uniform and PPE (this is provided by Ellarose Homecare) following all policies and training given. Any concerns regarding the assessment, or if there are any changes, it is the Care Support Workers responsibility to inform the office, so that re assessment can be arranged.**

I have read through the Ellarose Homecare Services Care Support Worker Job Description, and I have understood what the requirements of this position are.

PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_