

JOB DESCRIPTION

Home Care for Adults



Context and Purpose of Job

- To participate in the delivery of a flexible service user focussed home care service to adults with disabilities and older people. To assist Service Users to reach their potential by helping/enabling/supporting them to maintain life skills and to enjoy an independent life within the community.
- To promote the values of respect for individual user's rights and needs.
- To carry out and support with tasks relevant to outcome focussed care provision as identified within the care plan, risk assessments, administrative functions, to ensure that comprehensive records and files are maintained to the highest standard and held securely and that confidentiality of the information is upheld in line with policy.

Description of Work

Personal care:

To include assisting with getting up, going to bed, dressing and undressing, personal hygiene, using the toilet, managing continence, eating, drinking, and prompting with medication, whilst ensuring dignity and respect are maintained at all times.

Domestic support:

General cleaning, washing up, laundry, ironing, food preparation, shopping and payment of bills

Social support:

Show commitment to the mental and physical wellbeing of people who use our Care and Support Service, by helping them participate in daily activities of their choice, such as day trips, recreational/leisure activities, crafts, reading and writing.

Emergency situations:

Contact GP if needing medical attention, alerting emergency services, and support if necessary. Ensure office is kept up to date on the situation

Monitoring/Reporting:

Changes in a service user's circumstances and condition, following an emergency situation, changes in medication, or if tasks are not achieving outcomes detailed in the care plan. All reporting includes noting in Communication Logs, relevant charts and calling the office/oncall service

Other:

Logging in and out of the service users home at every visit using the telephone monitoring system where required. Keeping accurate and factual records of the care given at every visit in the service user folder and any financial transactions made on behalf of the service user.

Please note that this is not a definitive list – you may be asked to support in other areas as per an individual service user care plan

Responsibilities

It is the responsibility of the worker: -

- To carry out all tasks in accordance with Home Care Policies and Procedures
- To undertake basic and specialist training as required
- To ensure and maintain a safe working environment, taking into account policies and procedures relating to COSHH, and Health and Safety at Work.
- To ensure that the cultural needs of the service user are met
- To ensure any concerns or issues, including signs of abuse, are reported to the Home Care office
- To ensure the values of inTouch Home Care are recognised, to include Customer Care, Equal Access and Opportunity and Quality of Service.
- To ensure they are working with a Duty of Care and Candour, and confidentiality
- To deliver services efficiently and effectively, allowing flexibility when needed.
- To perform duties as requested by the relevant co-ordinator
- To attend all training, development, supervisions, team meetings, appraisals, reviews or any other meeting as requested by the Home care team

Specialist training will be given by a qualified healthcare professional for any specific tasks not covered by the Job description and Person Specification for Home Care Workers. Tasks must not be undertaken without this training and a signed certificate of competence.

Person Specification

- A caring individual who is compassionate about providing care and support to vulnerable people
- Able to follow agreed procedures & standards in their work and ensure the provision of a safe and effective service to others
- Honest and transparent and not afraid to admit making a mistake working in line with guidelines and Duty of Candour
- Be able to provide two recent, relevant and professional written references which will be validated to ensure they are of a satisfactory standard. The references must be from previous employers; however references from colleges, university or placements will be accepted if appropriate. Referees must have worked with the candidate in a supervisory capacity.
- Be required to declare any previous criminal convictions and checks will be made against the relevant exclusion lists and an enhanced DBS disclosure is carried out
- Ability to work flexible hours is desirable, although specific hours to be worked will not be stipulated. Once committed to hours, 24 hours' notice is requested prior to cancellation. If working over 48 hours per week, a 48 hour opt out declaration must be signed.
- Able to work individually, or as part of a team.
- Able to travel to Service Users in your specified area and have excellent time keeping.
- Able to recognise stress levels and seek appropriate advice from your consultant or line manager at assignment.
- Have an acceptable standard of verbal and written communication
- Good numerical skills.
- Able to handle Service User cash responsibly and record transactions appropriately
- Have an understanding of Health and Safety relevant to the working environment and an ability to practice universal precautions at all times.
- An awareness of Moving and Handling safety
- Understanding of a commitment to Equal Opportunities in practice including cultural awareness

- Experience and understanding of a person centred and outcome focussed approach to care
- Able to deliver services efficiently and effectively
- Able to perform duties as requested by the relevant consultant.
- NVQ 2 minimum in Care is desirable, however a willingness to undertake this level of training is essential for continued personal development

Values

- Ability to demonstrate, understand and apply inTouch Home Care's workplace values. These are embedded in all roles and applicants must evidence their values as part of the application process
 - Caring
 - Dignity and respect
 - Learning and reflection
 - Commitment to quality Care & Support
 - Ability to deliver Person Centred Care
 - Ensure inclusion, Equality & Diversity in all areas of Support

Candidate:

| | |
|-----------|--|
| Signature | |
| Name | |
| Date | |

Co-Ordinator/Manager:

| | |
|-----------|--|
| Signature | |
| Name | |
| Date | |