

Complete Care Ltd

Care Assistant Job Description

PURPOSE

The duties below will be carried out under the supervision and guidance of the Care Coordinator, the Senior Care Assistant and Management Team.

To assist in the active domiciliary care provision of the business in order to provide high quality care and support services to Service Users living in the community – in accordance with the company's policies and procedures.

Hours of Work – Please note this is a zero hours contract

Monday to Sunday

Day Time 08.00-19.00

Night Time 19.00-08.00

Live In Care Assistants will be provided with a specific Job Description

RATES OF PAY

Day Duty - (8am until 7pm) £ per hour

Monday – Friday	9.50
Saturday	10.50
Sunday and IOM Public Holidays	12.50
Christmas Day/Boxing Day/New Year's Day	15.50

Night Duty – (7pm to 8am) £ per hour

Monday – Friday	10.75
Saturday	10.75
Sunday and IOM Public Holidays	12.50
Christmas Eve/Christmas Day/New Year's Eve	15.50

Mileage £0.35 per mile

Rolled-up holiday pay

A worker's holiday pay is normally paid when annual leave is taken. But in some cases it can be paid in instalments, on an accruing pro-rata basis, as an addition to the worker's ordinary wages. This is known as 'rolled-up' holiday pay,

SCOPE

The Domiciliary Care Assistant provides individualized care and resources to Service Users so that they may continue to live in their homes and in the community. Domiciliary Care may include transportation, housekeeping, personal hygiene, providing meals and other health and well-being related activities Recreational/Sitting Services.

The Care Assistant is also responsible for administering the Care Programme, maintaining confidential client files and preparing and presenting reports and information as and when required. The Care Assistant will ensure that all Care is provided in a caring and respectful way and is in-keeping with all relevant company policies and procedures which are in-light of the Regulation of Care Act 2013, The IOM Minimum Standards for Domiciliary Care Agencies & Staff Code of Conduct all of which are available on request.

The Domiciliary Care Assistant will liaise with other community services and resources to ensure that other resources are involved, if required.

FAILURE TO PROVIDE ADEQUATE SERVICES MAY PUT SERVICE USERS AND OTHERS AT RISK

Please note that carers at times will be required to travel distances to cover short periods of work.

PRINCIPLE RESPONSIBILITIES

1. Provide individualised care.

Main Activities.

- Provide care to service users with mental & physical disabilities & other individuals that live in the Community.
- Provide Personal Care & all aspects of Housekeeping duties.
- Assist with Budgeting and Banking, pension collection (with the authorisation of a senior member of staff)
- Transport service users to appointments and activities
- Assist with shopping for food and other household essentials.
- Preparing and cooking meals and preparing and cooking meals and snacks where special dietary or other needs may be necessary.

Personal Care.

- Provide personal care which includes: washing and dressing, bath/showering and shaving,
- Assisting service users to get in and out of bed (with the use of equipment if required)
- Assist service users with feeding (if required).
- Help with toileting and emptying commodes and catheters
- Assistance with incontinence care.
- Assisting service user with medication, prompt and the administration of eye and ear drops

Additional duties

- Sitting service, chaperoning service users at social events, accompanying service users on recreational trips.
2. Administer the Service Users Individual Service Plan in order to ensure that it is delivered in an appropriate, caring and respectful manner.

Main Activities.

- Ensure that care is provided according to all relevant policies, procedures and regulations.
- Monitor service users household supplies and resources
- Identify any problems or concerns regarding the service user and report them to the person in charge.
- Maintain a current, clear and concise reporting system with accuracy and confidentiality and in line with company policy

Rehabilitation

- Motivating service user to maintain care plans agreed by themselves and other health care professionals
- Help with development of household management skills including nutrition, cooking and shopping. Collecting pensions and payment of household bills as per company policy

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The Care Assistant require knowledge of:

- Proper care techniques, including house cleaning, feeding and personal hygiene.
- Appropriate Care interventions
- Services and resources in the community
- First aid and CPR (not essential)

Skills

The candidate must demonstrate the following skills;

- An awareness of team work
- Analytical skills
- Decision making skills
- Effective verbal, listening and communication skills
- Stress and time management skills
- Administrative skills
- Strong interpersonal skills

Personal Attributes

The candidate must maintain strict confidentiality in performing the duties of Care Assistant. The candidate must also demonstrate the following personal attributes.

- Demonstrate sound work ethics
- Be consistent and fair
- Be compassionate and understanding
- Be flexible, adaptable and able to work effectively in a variety of settings
- Respect cultural differences
- Work independently with little supervision
- Work effectively as a member of a team and general cleanliness.

WORKING CONDITIONS

Physical Demands

The Care Assistant is required to be able to safety lift and move clients (within the Moving & Handling Regulations) and may be required to bathe and/or clean service users. The Care Assistant may be required to administer interventions and treatment that cause discomfort to the client or to themselves. The Care Assistant will work in the client's home and must practice clean, safe care to eliminate the possibility of infection or cross contamination between clients, family members and/or themselves.

Environmental Conditions

The Care Assistant may be dealing with service users with potentially infectious conditions. They must follow policy and procedure and Infection Control principles at all times, ensure that all medications, treatments and activities are completed safely so as to ensure the safety of all clients, families, the community and themselves. The Care Assistant should adhere to their Code of Conduct at all times. The Care Assistant will be required to drive in winter conditions and make visits during periods of cold temperatures.

Mental Demands

The Care Assistant may be faced with stress from dealing with Service Users and family members who may be stressed and therefore difficult to work with. Stress may be caused when Care Assistants must work independently in unfamiliar, controlled situations. There is a degree of emotional stress in providing care for clients who are dying and providing support for their families. Stress is also caused by the needs to manage and evaluate staff and programme issues.

I have read, understand and accept the purpose of my job, my principal accountabilities and activities included in my Job Description.

Signed: **Carer** Date:

Name: