



## **Complete Care Ltd**

**Job Title: Live in Care Assistant**

**Accountable to: REGISTRATION MANAGER**

### **Personal Profile**

To deliver personal care and support to clients as specified in the care plan.

The Live-in carer is also responsible for administering the Care Programme, maintaining confidential client files and preparing the presenting reports and information as and when required. The Live-in carer 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.

### **Main Responsibilities**

Administering and recording of medication as and when required.

Participate in the review; recording and updating of care plans when required.

Participate in clients review meetings.

Support clients with washing, using the toilet, dressing, undressing and all other aspects of daily living.

Take part in social activities and support and encourage clients to continue with hobbies and activities in and outside their home.

Prepare and serve food and drinks supporting clients who need assistance during meal times

Assist in the delivery of care for clients who are dying or who have a progressive illness.

Respond to clients and their families and visitors in a prompt and appropriate manner

Carry out regular night checks as determined by the care plan.

Undertake moving & handling of clients and loads using specialist equipment

Ensure the client's home is kept clean and tidy including making and changing beds.

Ensure individual aids and equipment used by clients are maintained e.g. wheelchairs, hearing aids, spectacles, dentures etc.

Support clients travelling to and from their home e.g. on social outings, hospital visits etc.

Ensure that all information regarding clients and the organisation is not divulged to third parties without approval.

**General:**

Notify the Manager personally, whenever possible, your inability to work, and also on your return to work from any periods of absence.

Attend meetings as and when required.

Attend and undertake learning & development that has a legal or organisational requirement

Promote safe working practice within the client's home responding to emergencies as required.

Promote and ensure the good reputation of the organisation

Adhere to all policies and procedures.

Carry out any other tasks that may be reasonably assigned to you.

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

**Signed: Live-in Carer .....** **Date: .....**