

CARE UNIQUE LTD

HOME CARE WORKER JOB DESCRIPTION

Job Title: Home Care Worker

Reporting to: Home Care Manager / Home Care senior

Role undertaken: Care work as allocated

Main aim of Job

•We aim to promote independence and personal dignity whilst providing the highest quality of care with respect for those people requiring to use our service, within their own home and still being able to remain in control of their lives.

Skills

- Good communication skills with service users who may have some degree of communication difficulties.
- To be able to perform basic personal care tasks necessary for day-to-day living.
- Good housekeeping skills.
- To have the ability to communicate with other key professionals from various organisations.

Key Responsibilities

- To follow and provide a package of care as outlined in the Service users Care Plan.
- The safe handling any equipment provided to ensure safe work practice.
- The safe handling and usage of property and equipment belonging to the service user.
- Collection of personal monies for service user e.g. pensions.

Key Objectives

- Present for work at the time scheduled.
- Ensure work is completed to a high standard and provided according to the care plan.
- Accurately record the time spent and the work undertaken, on timesheets, work schedules and on service users record books. (as instructed by the manager).
- Record the outcome and condition of the Service user as appropriate.
- Notify the manager of any changes in the Service user condition immediately.

- Maintain the confidentiality of the Service user.
- Maintain the highest standard of personal hygiene and integrity.
- Wear the uniform provided freshly laundered and in good repair.
- Account for money spent in shopping by producing receipts and record all money transactions on the
- Income & Expenditure form in the Service user's file.
- Maintain the care and risk policies of the Company.
- Regularly attend training and education courses as provided by the Company.
- Take care of personal health and safety, as outlined in the company's Health and Safety policy.
- Participate in regular and annual supervisions and appraisals.

Home care staff should also carry out any other reasonable task's, which are not listed and requested by the manager.