GLOBAL CARING GROUP

# Job description

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| **Job Title** | **Care Support Worker** |
| **Responsible to** | **Registered Manager** |
| **Location** | **Contractual Location** |
| **Hours** | **Your working week will normally be worked between Monday and Sunday.** |
| | **The start time and finish times will be agreed with the line Manager.** |

**Job Purpose**

To share with other staff in meeting the personal care needs of service users in a way that respects the dignity of the individual and promotes independence. Care provided by care assistants is expected to include care that would reasonably be given by members of the service user's own family and is not expected to include tasks that would normally be expected to be undertaken by a trained nurse.

**Principal Responsibilities**

1. To assist service users who need help with getting up in the morning, dressing, undressing, washing, bathing, and the toilet.

2. To help service users with mobility problems and other physical disabilities, including incontinence and help in use and care of aids and personal equipment.

3. To care for service users who are temporarily sick and needing, for example, minor dressings, bed nursing, help with feeding, etc.

4. To help care for service users who are dying.

5. To help in the promotion of mental and physical activity of service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations.

6. To make and change beds; tidy rooms; do light cleaning and empty commodes.

7. To set tables and trays; serve meals; feed service users who need help; prepare light meals and wash up; tidy and clear the dining room.

8. To perform such other duties as may reasonably be required.

9. To comply with the agency's guidelines and policies always.

10. To report to the agency manager any significant changes in the health or circumstances of a service user.

11. To encourage service users to remain as independent as possible.

12. To comply with the Telephone Recording System (TRS)

13. To ensure that home file records are maintained.

14. To carry out duties in accordance with the Personal Service User plan (care plan).

15. To complete medication record if applicable.

16. To complete accident / incident form in the event of an accident/incident.

17. To undertake required training.

18. You will be required to comply with the code of conduct and practice of the General Social Care Council

19. You will be required to notify the agency immediately if you commit or are charged with a criminal offence, including a motoring offence, during your employment.

**Other Duties and Responsibilities**

1. To undertake or supervise the personal care of service users, preparation of appropriate meals, shopping and collection of prescriptions and general household tasks.

2. To support service users finances where authorised by the care office.

3. Ensure service users retain individuality and personal dignity by promoting high standards of care and encouraging independence where appropriate.

4. Ensure that different cultural needs are catered for sensitively.

5. To respect the confidential nature of the work.

6. To provide direct care to service user as circumstances require.

7. To attend meetings, case conferences and training courses as required.

8. Contribute to an effective system of communication within the team, by discussion and regular team meetings.

9. To undertake such duties and responsibilities of an equivalent nature, as may be determined by the home care manager from time to time in consultation with the post holder.

10. All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment.

11. To ensure that the health and safety and equal opportunities polices are implemented at all times.

12. To undertake any other duties specified by Management.

**Person Specification — Essential Criteria**

Essential Criteria The following personal attributes are considered essential to the post of care worker:

(a) self-motivated

(b) organised

(c) flexible

(d) caring

(e) sensitive to the needs of others and to the sick or infirm

(f) an active team player but also able to work on own initiative

(g) a good communicator.

(f) Access to own vehicle with valid insurance

**Full Name** _____

**Signature** _____

**Date** _____