

Job Description for Carer

Job Title	Carer
Reports to	Senior Carer/Care Leader
General scope of post	To provide a high standard of personal care and attention to individual residents living in the Care Home. More specifically, to attend to the physical, emotional and social needs of residents under the direction of the Care Leader, working on a rota basis as laid down by the Home Manager. To promote the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all residents, within a policy of managed risk taking.
Key Accountabilities	<ul style="list-style-type: none"> • Attend to the personal care and wellbeing of residents. • Understand responsibilities in relation to providing outstanding care, adhering to health and safety, food hygiene, fire precautions and emergency procedures, infection control and emergency aid and other Trust policies. • Safeguard all people within the Home. • Active participation in training to ensure personal development and to build knowledge and competence relative to the role. • Work effectively in a team. • Take responsibility for identifying and resolving non-compliance or possible improvements including health and safety and other legislative and procedural requirements, through the line manager or Whistle-blowing route.
Duties and Responsibilities	<p>To Residents</p> <ul style="list-style-type: none"> • Act as a key worker for a number of residents to ensure their needs are identified and met. • Provide care with sensitivity in sickness, death and bereavement. • Perform activities in personal care to ensure that residents are well looked after to the highest care standards e.g. body checks, bathing, dressing etc. • Wherever practicable, observe resident wishes with regard to patterns of daily living. • Help residents lead independent lives as much as possible. • Plan and deliver activities and outings, involving residents in the decision making and planning. • Act as an escort to residents where necessary. • Monitor, assess and record individual residents' health and well-being, raising any concerns to management immediately. • Administer medication (if trained, approved and deemed competent by the Home Manager). <p>The Team</p> <ul style="list-style-type: none"> • Support the Senior Carer/Care Leader in caring for residents during a shift. • Following appropriate training and if approved and deemed competent, assist the Care Leader in the administration of medication. • Contribute to assessments and reviews using good written and verbal communications, whilst respecting resident confidences. • Communicate with and support other team members in their care duties, including providing effective handover notes if necessary. • Understand the employer/employee requirements of health and safety legislation and support the manager and the designated health and safety officer in ensuring compliance and training updates. Ensure own practice is updated in emergency aid

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(appointed person) food hygiene manual handling etc.

- Attend meetings, support colleagues and work as part of a team for the benefit and well-being of residents and the successful running of the Home.
- Work unsupervised.

To the Care Home

- Provide input into assessments and reviews and ensure all paperwork is completed in a timely, legible and effective way.
- Contribute to a separate file record for each resident and participate in the formulation and implementation of individual care plans.
- Adhere to care quality assurance systems and compliance regulation in place.
- Foster good relations with residents' family and the wider community.

Generally

- Ensure the safeguarding of all residents, employees, volunteers and visitors to the Home through adherence to relevant legislation, procedures and codes of practice relating to care, health and safety, food hygiene, fire precautions and emergency procedures, infection control and emergency first aid.
- All duties must be carried out to comply with:
 - Notification of accidents and other health and safety requirements in compliance with Trust instructions.
 - Statutory legislation including health and hygiene regulations.
 - Nationally and locally agreed codes of good practice.
 - Fire precautions.
 - Equal opportunity principles and the Trust's anti-discriminatory policy.
- Comply with Equal opportunity policies and the Trust's anti-discriminatory policy.
- Participate in the required training and development to ensure you are competent in your role. Take responsibility for personal development by keeping abreast of developments in the field of caring for older people.
- Be willing to perform other tasks within the scope of the post as requested by the Care Leader/Home Manager.
- Promote the Home to the wider community.

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Person specification

ESSENTIAL	DESIRABLE
<u>Education and Experience</u> <ul style="list-style-type: none"> • Previous experience of caring for someone, e.g. a child or the elderly in a residential or family setting. • Prepared to work toward Level 2 Diploma in Health and Social care 	<ul style="list-style-type: none"> • Previous experience of working in personal care. • Level 2 Diploma in Health & Social Care or equivalent
<u>Technical and Job Specific Requirements</u> <ul style="list-style-type: none"> • Verbal and written communication skills • Willingness to develop knowledge and skills • Willingness to undertake all aspects of personal and physical care of residents • Ability to complete basic mental arithmetic and numeracy tasks 	<ul style="list-style-type: none"> • Ability to write short assessment reports and to contribute to Care plans • Understanding of dementia and other conditions affecting elderly people • Positive about learning and training to improve care skills • Confident to use computers and other technology • Medication experience or willingness to learn to administer under supervision
<u>Behavioural Qualities</u> <ul style="list-style-type: none"> • Ability to relate to and care for older people • Calm and patient • Diligent • Compassionate • Positive attitude and confident to engage in conversation • Desire to treat others with dignity and respect and make a home for residents • Vigilance and observational skills • Ability to tolerate difficult situations e.g. death, challenging behaviors and distress 	