

## JOB DESCRIPTION

**Job Title:** Domiciliary Carer

**Accountable to:** Housing and Care Manager

### **Responsibilities:**

1. To provide a Service of Care to clients to enable them to lead as independent a lifestyle as possible. This Care Service will involve a programme of personal care and household management that is personalised for each client in the form of a Care Plan. Care duties will therefore include assisting the client with the following daily living activities and in so doing will at all times observe and respect the client's dignity, privacy and independence as far as practical:
  - a. **Personal Care:**
    - i. Dressing and undressing / preparing the client for Day Care or trips out.
    - ii. Washing / bathing / showering / shaving / grooming / cleaning teeth.
    - iii. Hair care (washing / brushing).
    - iv. Nail care (fingernails only).
    - v. Toileting and all aspects of personal hygiene.
    - vi. Continence management.
    - vii. Care of pressure sores (under appropriate nursing supervision).
    - viii. Getting in and out of bed.
    - ix. Assisting with the use of Aids to Daily Living / Rehabilitation Aids, as required.
    - x. Helping with rehabilitation programmes, as prescribed by Healthcare professionals.
    - xi. Day / evening / night sitting services, as required.
  - b. **Healthcare:**  
Supporting the client to take prescribed medication.
  - c. **Dietary Care:**
    - i. Assisting with the preparation of snacks and meals according to the client's likes / dislikes.
    - ii. Assisting with feeding, as required.
  - d. **Domestic / Household Services:**
    - i. General cleaning duties, to include cleaning / dusting / vacuuming / polishing.
    - ii. Bed-making.
    - iii. Clearing refuse and rubbish.
    - iv. Laundering / Hand-washing / Ironing / Light needlework, as required.
    - v. Fuel Management.
    - vi. Shopping and the preparation of shopping lists and assistance with budgeting.
    - vii. Light gardening tasks (subject to previous agreement at the Care Plan stage).
  - e. **Personal services:**
    - i. Assistance with personal Finances, to include paying bills, collecting pensions.
    - ii. Personal Planning (birthdays / anniversaries etc).
    - iii. Democratic rights (voting cards etc).
2. To conform to all Policies and Procedures laid down by the Trust in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant.
3. To participate as directed by the Senior Support Worker or Housing and Care Manager in Induction Training and regular In-service Training programmes.
4. To maintain accurate, concise and timely records of care given and other administrative

documents relating to the provision of care and support.

5. To participate in care reviews and report any concerns immediately to the Senior Support Worker.

### **General Requirements**

In addition to the above, there are some general requirements that apply to all jobs in the Scheme.

- 1) Participation in staff meetings.
- 2) Participation in training activities.
- 3) Participation in staff supervision and personal development review.
- 4) Participation in quality assurance systems.
- 5) Taking responsibility for personal development by keeping abreast of developments in the field of caring for older people.
- 6) All duties must be carried out to comply with:-
  - a Notification of accidents and other Health and Safety requirements.
  - b Statutory legislation, in particular the Health and Hygiene regulations.
  - c Nationally and locally agreed Codes of Good Practice.
  - d Fire precautions.
  - e Equal opportunity and the Trusts anti-discriminatory policy.
- 7) To undertake other tasks within the scope of the post as required by the Senior Support Worker/ Housing and Care Manager.

### **Health and Safety**

To be responsible for your own health and safety and that of anybody else whom your acts or omissions may affect.

# PERSON SPECIFICATION

## Domiciliary Carer

ESSENTIAL	DESIRABLE
<u>Qualifications:</u> Must be able to demonstrate literacy and numeracy skills.  Willingness to undertake relevant training.	Maths and English at Grade C GCSE or equivalent, NVQ Level II in Care.
<u>Experience:</u> Previous experience of care in a domiciliary or family setting.	Previously worked with older people.
<u>General Aptitude:</u> A liking for older people and the ability to relate to them and care for them in a sensitive manner.	
<u>Motivation:</u> A positive attitude to older people and a commitment to provide high quality care standards.	
<u>Knowledge:</u> Understanding of Health & Safety issues in residential care, risk assessments, care plans	Infection control, Essentials of Food Hygiene
<u>Specific Skills:</u> Ability to work on own initiative.  Good communication skills.	Ability to organise activities and outings.
<u>Interpersonal Skills:</u>  The ability to form positive relationships with colleagues.	
<u>Team Skills:</u> The ability to work as part of a team and to promote harmonious working relationships by recognising that everyone has a contribution to make.	