

Role Profile for Domiciliary Care Assistant

Job Title	Domiciliary Carer
Reports to	Domiciliary Care Team Leader
General scope of post	Provide support and personal care to clients in their own homes as specified in the personal care plan and to work in accordance with the Orders of St John Care Trust Standards and Values
Key Accountabilities	<ul style="list-style-type: none"> • Provide personal care and household services as personalised for each client in the form a care plan. • Maintain accurate, concise and timely records of care given and other administrative documents relating to the provision of care and support. • Assist clients with personal services, such as Finances, shopping, escorting clients for hospital appointments etc. • Understand responsibilities in relation to providing care and support, adhering to health and safety, food hygiene, fire precautions and emergency procedures, infection control and emergency aid and other Trust policies. • Ensure the safeguarding of all clients 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. • Active participation in training to ensure personal development and to build knowledge and competence relative to the role. • Work effectively in a team and support the Team Leader in caring for and supporting clients. • Take responsibility for identifying non-compliance or possible improvements including health and safety and other legislative and procedural requirements, through the line manager or Whistle-blowing route. • In the absence of the Team Leader and/or Housing and Care Manager, take responsibility for dealing with emergencies and answering queries.
Number of Direct Report	This role has no direct reports
Financial Responsibility	This role holds no financial responsibility
Knowledge, skills & Abilities	<p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>Basic IT Skills</p> <p>Diploma/NVQ Level 2 in Health and Social Care or equivalent (or willing to work towards)</p> <p>Must complete the Care Certificate within 12 weeks of joining the Trust</p>

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ESSENTIAL	DESIRABLE
<u>Experience</u> Must be able to demonstrate literacy and numeracy skills Basic IT Skills Willingness to undertake relevant training Diploma/NVQ Level 2 in Health and Social Care or equivalent (or willing to work towards) Must complete the Care Certificate within 12 weeks of joining the Trust	Maths and English at GCSE level or equivalent Previous care experience 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>	Infection control Essentials of Food Hygiene Understanding of Health & Safety issues in residential care, risk assessments, care plans, key caring
<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> Ability to work as a team and to promote harmonious working relationships by recognising that everyone has a contribution to make	