

JOB DESCRIPTION 2011.

Position: Care worker.

Responsible to: Senior Care worker.

Purpose of position:

1. To meet the holistic needs of the service user in a way that respects their privacy, choice and dignity and promotes independence.
2. To care for the service user's physical environment and assists in general day to day activities.

Scope of duties:

1. To attend to the needs of individuals as directed by your senior care worker.
2. To follow personalized service delivery care plans.
3. To read, understand and implement risk assessments.
4. To record all activities during the span of duty and where necessary write reports as and when required to do so.
5. **To complete timesheets correctly, with exact times and mileage** obtaining the signature of service user or his/her representative after every visit.
6. To ensure that senior care worker receives timesheets as soon as they are completed.
7. To maintain your personal professional development and implement new skills gained into working practices.
8. To regularly communicate with senior care worker and relay necessary information.
9. To take part in meetings with service user's relatives and other members of the inter-disciplinary team, if and when required.
10. To attend team meetings.
11. To maintain professional relationships.
12. To communicate appropriately with individuals to promote stimulation and interaction.
13. To ensure that the service users property is safe and secure.

Personal care duties may include:

1. Assisting individuals to have a wash/shave/shower/bath.
2. Assisting individuals with their continence requirements, such as: catheter care/convene care/assisting access to commode/toilet facilities/the changing of and disposal of continence products.
3. Assisting individuals with oral hygiene, such as: verbal encouragement for teeth brushing/care of dentures.
4. Assisting individuals with their personal grooming and dressing, such as: hair washing/hair drying/hair brushing/assistance with dressing for the day/night/ hearing aid care.

Domestic care duties may include:

1. Assisting individuals with food preparation, such as: breakfast/lunch/dinner/tea and/or supper.
2. Assisting individuals with house cleaning, such as: washing up/drying up/sweeping/mopping/hovering/dusting/laundry/ironing/making and changing beds/wiping down/emptying and cleaning commodes.
3. Assisting individuals with house fires, such as: lighting of/maintaining/emptying ash pan.
4. Assisting individuals with waste, such as: household rubbish/recycling/clinical waste/continence product waste.

Supporting social care duties may include:

1. Assisting individuals to write shopping lists/ go shopping/collect pensions/pay bills.
2. Answering door and telephone where client is unable to do so and to greet visitors.
3. Responding to emergencies e.g. Calling G.P/ district nurse/ambulance.
4. Assisting individuals with their medication requirements, to include oral, topical and instillation

**Written: July 2005 By Marianne Deacon/Sam Farquhar
Reviewed by the policy review team. 2011**

JOB DESCRIPTION 2011.

Position: Care worker. (Night duty)

Responsible to: Senior Care worker of Area.

Scope of duties:

- 1. Working Night: Working in a nursing or residential home or similar, under the supervision of the senior member of staff at the establishment.**
 - a. To work under the instructions laid down by the work patterns within the establishment.
 - b. To work as a member of the team.
 - c. To acquaint oneself with the policies and procedures of the establishment.
 - d. To attend all relevant training and meetings required.

- 2. Waking Night: Working in a service user's home.**
 - a. To attend to the service user as directed by the personalized service delivery care plan.
 - b. To carry out regular checks on service user, with due regard to the service user's privacy, or sit with the service user if this is his/her wish.
 - c. To carry out regular checks on the premises with special reference to fire prevention and Health & Safety Regulations.
 - d. To deal with emergencies, assess the situation, deal with the service user or seek help from family representative, G.P, emergency services, or Cerecare's Management team. (Numbers in house file).
 - e. To accurately record all duties carried out during the shift.
 - f. To attend all relevant training and meetings as required.

- 3. Sleepover: This duty involves the care worker sleeping at the premises of the service user to ensure comfort, reassurance and safety.**
 - a. Assist the individual with personal care/accessing toilet facilities/hydration/nutrition/medication needs as directed by the personalized service delivery care plan.
 - b. This duty may include calls up to a frequency of two during the night.
 - c. Calls in excess of two or of long duration, please seek advice from Cerecare's Management team.
 - d. Follow assessments for any identified risks.
 - e. To deal with emergencies, assess the situation, deal with the service user or seek help from the family representative, G.P, emergency services or Cerecare management team.

- f.** To accurately record all duties carried out during shift.
- g.** To attend all relevant training and meetings as required.

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Reviewed by the policy review team. January 2011.**

JOB DESCRIPTION 2011.

Position: Support worker.

Responsible to: Senior Support worker.

Scope of duties:

1. To assist and work with service user to promote independence and choice and respect their privacy and dignity.
2. To support and assist the service user in housing and tenancy related issues and maintain the health, safety and security of the service user, yourself, visitors and their home.
3. To support the service user in the management of minor repairs around the home, plus repairs and servicing of equipment and the supervision and advice on their safe use.
4. To liaise with local occupational therapists in arranging and facilitating adaptations for the home to suit the needs of the individual.
5. To support service user to manage personal budgeting, spending on a day-to-day basis, bill paying, debt management and benefit claims.
6. To support individuals to access services and facilities, such as: Meals on wheels/day centers/social clubs/occupational therapists/ District nurses/pharmacists/chiropractors/Social workers/legal advice/housing departments/ hospital appointments.
7. To support individuals to develop life skills, such as: food storage/ shopping lists/shopping/kitchen and bathroom hygiene/laundry and other domestic duties.
8. To encourage and support the service user to access job training, educational courses and vocational/voluntary work.
9. To help develop service user's social relationships, maintain links with the community and encourage social activities.
10. To advocate for the individual via meetings/ correspondence and telephone conversations.

11. Support the service user in attending court, legal hearings and tribunals.
12. To attend case meetings, team and performance meetings.
13. To undertake training as required.
14. Prepare a weekly rota of appointments, and fill out the visit diary with the service user as directed.
15. To work according to personalized delivery support plans at all times.
16. To read, understand and implement risk assessments.
17. To pay attention to careful record keeping of all activities.
18. Liaise with other agencies in a professional manner.

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