

# Job Title: Community Care Worker

# Accountable to: Line Manager

# Responsibilities:

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 Support Plan. Care duties will therefore include assisting the client with the following activities and in doing so will at all times observe and respect the client’s dignity, privacy and independence as far as practical:

Personal Care:

Dressing and undressing / preparing the client for Day Care or trips out.

Washing / bathing / showering / shaving / grooming / cleaning teeth.

Hair care (washing / brushing).

Nail care (fingernails only).

Toileting and all aspects of personal hygiene.

Continence management.

Getting in and out of bed.

Assisting with the use of Aids to Daily Living / Rehabilitation Aids, as required.

Helping with rehabilitation programmes, as prescribed by Healthcare professionals.

Day / evening / night sitting services, as required.

Healthcare – Prompting/Assisting the client to take prescribed medication.

Dietary Care:

Preparation of snacks and meals according to the client’s likes / dislikes.

Assisting with feeding, as required.

Domestic / Household Services:

General cleaning duties, to include cleaning / dusting / vacuuming / polishing.

Bed-making.

Clearing refuse and rubbish.

Laundering / Hand-washing / Ironing / Light needlework, as required.

Fuel Management.

Shopping, and the preparation of shopping lists and assistance with budgeting.

Light gardening tasks (subject to previous agreement at the Support Plan stage).

Personal services:

Assistance with personal Finances, to include paying bills, collecting pensions.

Personal Planning (birthdays / anniversaries etc.)

Democratic rights (voting cards etc.).

To conform to all Policies and Procedures laid down by the Organisation in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant.

To participate as directed by the Line Manager / Manager in Induction Training and all on-going Training and Refresher programs.

To accurately record care duties using an Electronic Home Care Monitoring System

To participate in Staff, Team and Quality Management Review Meetings as directed by the Line Manager / Manager.

To report back to the Line Manager or Manager on any aspect of client care which he / she feels warrants investigation or urgent action.

To participate in reviews of clients’ Support Plans if required.

To be aware of the tasks and activities which must NOT be undertaken as part of care duties, as set out in company policies and procedures.

To perform any other duties which may be required consistent with the level of responsibility and grade of the post.

**This job description is a statement of the core duties of the Community Care Worker, but it is not an exhaustive list. The Company may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.**

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Factor** | **Detail** | **Essential** | **Desirable**(at date of engagement) |
| **Skills** | Manual dexterity | Yes |  |
|  | Car driver/own transport |  | Yes |
|  | Good standard of spoken English | Yes |  |
|  | Good standard of written English | Yes |  |
|  | Numerate | Yes |  |
|  | Able to cook simple meals | Yes |  |
| **Personal circumstances** | Able to work weekends  | In some cases | Yes |
|  | Able to work evenings | In some cases | Yes |
| **Qualifications** | NVQ 2 in Care/QCF equivalent |  | Yes |
|  | NVQ 3 in Care/QCF equivalent |  | Yes |
| **Personal attributes** | Caring nature | Yes |  |
|  | Honest | Yes |  |
|  | Reliable | Yes |  |
|  | Empathetic | Yes |  |
|  | Flexible | Yes |  |
|  | Able to work without direct supervision | Yes |  |
|  | Experience of Home Care/Support work |  | Yes |
|  | Smart appearance | Yes |  |
|  | Like working with older people | Yes |  |
|  | Good health | Yes |  |

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| --- | --- | --- |
| Signed: |  A Kind  |  |
|  |  |  |
| Date: |  November 2022  |  |
|  |  |  |
| Policy review date: |  November 2023 |  |