

JOB DESCRIPTION
CARE WORKER

JOB TITLE: Care Worker

ACCOUNTABLE TO: Care Co-ordinator / Assistant -Manager/Manager

RESPONSIBILITIES:

1. To provide a Service of Care for service users to enable them to make informed choices and 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 service user in the form of a Care Plan. Care duties will therefore include assisting service users with the following activities and in so doing will at all times observe and respect service users dignity, privacy and independence as far as practical:

1.1 Personal Care:

- 1.1.1 Assisting with dressing and undressing / preparing the service user for Day Care or trips out.
- 1.1.2 Assisting with washing / bathing / showering / shaving / grooming / cleaning teeth.
- 1.1.3 Hair care (washing / brushing).
- 1.1.4 Nail care (fingernails only).
- 1.1.5 Toileting and all aspects of personal hygiene.
- 1.1.6 Continence management.
- 1.1.7 Care of pressure sores (under appropriate nursing supervision).
- 1.1.8 Getting into and out of bed.
- 1.1.9 Assisting with the use of Aids to Daily Living / Rehabilitation Aids, as required.
- 1.1.10 Helping with rehabilitation programmes, as prescribed by Healthcare professionals.
- 1.1.11 Sitting care service as required.

- 1.2 Healthcare - Prompting the service user to take prescribed medication.

1.3 Dietary Care:

- 1.3.1 Preparation of snacks and meals according to the service users likes / dislikes.
- 1.3.2 Assisting with feeding, as required.

- 1.4 Domestic / Household Services:
 - 1.4.1 General cleaning duties, to include cleaning / dusting /vacuuming / polishing.
 - 1.4.2 Bed-making.
 - 1.4.3 Clearing household bins.
 - 1.4.4 Laundering / Ironing
 - 1.4.5 Shopping, and the preparation of shopping lists and assistance with budgeting.

- 1.5 Personal services:
 - 1.5.1 Assistance with personal finances, to include paying bills, collecting pensions.
 - 1.5.2 Personal Planning (birthdays / anniversaries etc)
 - 1.5.3 Democratic rights (voting cards etc).

- 2. 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.

- 3. To participate as directed by the Care Co-ordinator / Manager in Induction Training, regular In-service Training programmes, supervision and appraisal meetings.

- 4. To maintain accurate, concise and timely records of service user care, home notes and time sheets.

- 5. To participate in Staff, Team and Quality Management Review Meetings as directed by the Care Co-ordinator / Manager.

- 6. To report back to the Care Co-ordinator / Manager on any aspect of service user care which he / she feels warrants investigation or urgent action.

- 7. To participate in reviews of service users Care Plans as required.

- 8. To be aware of the tasks and activities which must NOT be undertaken as part of care duties.