


HOPE HOMECARE SERVICES LIMITED	
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HOME CARE WORKER

JOB DESCRIPTION

Reporting to : Registered Care Manager

Hours : As per availability


Purpose:

To provide personalized care in the Service User’s own home. The duties include routine household tasks, providing personal care, administering medication, carrying out simple health care tasks. Homecare Workers are expected to follow the duties set out in the written care plan.

Homecare Workers must adhere to the Health & Safety at Work policy of the Company and work strictly within the outcomes of risk assessments made, to ensure their safety and that of the Service User.

Duties:

1. To provide personal care to the Service User(s) in accordance with written guidance set out in the Care Plan, including assisting Service Users:-
 - ✓ To get up in the morning and prepare for bed at night:
 - ✓ Showering
 - ✓ Bathing,
 - ✓ Washing hair
 - ✓ Toileting
 - ✓ Walking and transferring
 - ✓ Medication: ***This must only be carried out in accordance with specific written instructions recorded in the care plan. Care workers must adhere to the Administration of Medication Policy of the Company and must have received training before administering medication.***
 - ✓ Feeding or providing assistance with feeding
 - ✓ Menu planning
 - ✓ Preparing meals
 - ✓ Shopping
 - ✓ Preparing snacks and drinks
 - ✓ Washing up
 - ✓ Shopping
 - ✓ Recording all assistance with finances in the log in the Service User Guide in accordance with the Company’s Financial Policy

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2. Assisting with general cleaning and the domestic upkeep of the house.

Cleaning, dusting and polishing, laundry (including the management of incontinence laundry)


3. General:

- ✓ To follow the Care Plan of duties agreed by the Company
- ✓ To complete time sheets and other time recording logs
- ✓ To record accurate and detailed information of work performed in the Care Notes.
- ✓ To record and report any changes to the Manager
- ✓ To deal with emergencies in accordance with the Company policy
- ✓ To assist with quality assurance programmes
- ✓ To attend training as required
- ✓ To attend supervision meetings and annual appraisals
- ✓ To use protective clothing as prescribed by the Company's Health and Safety Policy
- ✓ To wear the Company Identification Badge and/or make sure it is available, in accordance with the Company guidelines
- ✓ Perform any other related duties as assigned by the Manager

I,..... (Applicant's Full Name), understand the Job Description and I am aware of my duties and responsibilities.

Signature.....

Date

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HOMECARE WORKER

PERSON SPECIFICATION

	Essential	Desirable	Assessed by:
Qualification	<ul style="list-style-type: none"> ● Good level of general education Literate/numerate ● Legible handwriting 	<ul style="list-style-type: none"> ● NVQ or other qualification in care or willingness to train towards such a qualification 	<ul style="list-style-type: none"> ● Application form ● Interview
Skills/ Experience	<ul style="list-style-type: none"> ● An understanding of the needs of elderly people ● An understanding of the needs of people with an illness or a long term illness ● Ability to communicate effectively and clearly both verbally and in writing 	<ul style="list-style-type: none"> ● An understanding of the health and social care sector and the provision of personalized care ● Previous experience in caring for people in their own homes ● Caring for a person with Dementia or a long illness ● Ability to adapt communication style in order to meet a variety of different circumstances 	<ul style="list-style-type: none"> ● Application form ● Interview ● References
Special aptitudes	<ul style="list-style-type: none"> ● Kind, patient, reliable, caring ● Good report writing ● Good listener/observer ● Appreciate the importance of caring for a person to maintain communication when hearing, sight and/or mental faculties are impaired ● Commitment to providing and maintaining high standards of personalized care ● Willingness to undertake continuous training to ensure a current understanding of the role 	<ul style="list-style-type: none"> ● Ability to speak another language 	<ul style="list-style-type: none"> ● Application form ● Interview ● References
Attitudes	<ul style="list-style-type: none"> ● Remaining calm under pressure ● Flexible ● Good time keeper ● Helpful 	<ul style="list-style-type: none"> ● Cheerful ● Sense of humour ● Enthusiasm ● Good appearance 	<ul style="list-style-type: none"> ● Interview
Other	<ul style="list-style-type: none"> ● Legal right to work in the United Kingdom ● Satisfactory DBS (Data Baring Service) Check 	<ul style="list-style-type: none"> ● Full driving licence ● Ability to drive and have the use of a car 	<ul style="list-style-type: none"> ● Application form ● Interview