

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Healthcare Assistant/Support worker

ACCOUNTABLE TO: Care Manager/Nurse in Charge

HOURS OF WORK: Flexible hours, including evenings, weekends & Bank holiday

ROLE

As a carer you are entrusted and required to provide the highest standard of quality care to all clients you provide care for, by respecting and upholding their rights, choice, privacy and dignity. It is your duty to ensure all our clients are empowered to be as independent as possible, therefore being able to discharge your assigned duties effectively.

Some tasks may not be specified below, but you are required to comply with the care plan located in the client's home that gives a detailed description of care to be provided.

JOB DESCRIPTION

1. Ensure client's privacy and dignity is respected at all times when assisting with personal care.
2. Assist with washing including bathing, showering and strip washing
3. Change pad, ensuring area is clean before applying a new one.
4. Assist with dressing and undressing.
5. Administer prompt and assist with medication. You have a responsibility to ensure medication is taken correctly and MAR sheet is clearly filled in.
6. Assist with grooming, brushing hair, shaving, brushing teeth, etc
7. Ensure commode is emptied and cleaned.
8. Ensure catheter bag is emptied and changed as specified on care plan.
9. Ensure bed linen is changed and bed neatly spread.
10. Prepare meals of choice including microwave meals, meals on wheels and oven cooked meals.
You may be required to cook some light meals.
11. When preparing meals ensure you wash your hands appropriately before and the work surfaces are clean.
12. Assist with washing, drying and putting away dishes.
13. Assist with cleaning living environment by hovering, mopping, dusting and whatever is specified in the care plan.
14. Ensure laundry is washed, dried and neatly folded and put away.
15. Assist with shopping- ensure you buy items of client's choice
16. Ensure you receive a clear receipt for all transactions, attached to financial transaction sheet and complete the form.
17. Escort to appointments or activities.

RESPONSIBILITIES

- Always conduct yourself in a professional manner.
- Ensure the safety and security of our clients is maintained at all times.
- Complete daily record sheet accurately specifying all duties undertaken.
- Report and record changes in care provided to your line manager or nurse in charge.
- Wear your gloves at all times when providing personal care duties.
- Ensure you have a mobile phone that is switched off during working hours.
- Report lateness, sickness or absence to your line manager, giving as much notice as possible.
- Ensure you adhere to Managing Care's policies and procedures at all times.
- Ensure you have a clearly displayed valid I.D card on arrival to client's premises.

PERSON SPECIFICATION

ESSENTIAL SKILLS, EXPERIENCE AND COMPETENCIES

- Experience of care within the care profession.
- Display a caring, compassionate, and empathic nature.
- Good understanding of English both verbal and written skills.
- Honest, trustworthy and polite.
- Excellent time keeping.
- Reliable, committed and responsible.
- Excellent communication skills.
- Ability to follow instructions.
- Ability to cope under pressure.
- Ability to remain calm and composed when faced with challenging situations.
- Ability to work alone or as part of a team.
- Willing to undergo relevant training to enhance your knowledge and practice and attend all mandatory training.
- Undergo an Enhanced Criminal Records Disclosure.
- Prepared to work evening and weekends.

Qualification and experience

- ❖ NVQ level 2 in Health and Social Care or above.
- ❖ Experience of working with people with Dementia.
- ❖ Most of our Healthcare assistants have between 3-7 years' experience of working with the elderly people, people with dementia, children, and learning and physical disabilities categories of Service Users.