**Employee Job Description**

JOB TITLE: Care Worker

RESPONSIBLE TO: Senior Carer/Care Coordinator for day to day supervision

ACCOUNTABLE TO: Registered Branch Manager

**Job Summary**

The role of the Care Worker has many aspects, however, the principle purpose is to perform duties and tasks that facilitate our customers to live at home in a safe secure and comfortable way. The post holder will be responsible for gaining an awareness of the needs of the customer to enable us to assist them to maintain their physical, personal independence and choice. A key element of the role is the ability to communicate effectively with our customers, their family and friends and other health and social care professionals. Specific tasks will be identified for each customer and will vary according to individual need and choice. By its nature domiciliary care requires Care Workers to travel from place to place. The post holder must therefore have the ability to do this either by public transport or their own means.

**The provision of Personal Care**

Assisting the customer to get up, dress and prepare for the day, assistance to prepare for bed at the end of the day. This could include:

1. Washing, bathing, showering, oral care, grooming
2. Toileting, assisting with use of commode, emptying commode
3. Continence management
4. Dressing/undressing and assisting with appearance
5. Using manual handling equipment
6. Assisting to eat and drink
7. Providing medication prompts or Administering medication
8. Meal preparation
9. Accurate completion of Care Plans, Daily Log Books, MAR charts and notes
10. Working with other health and social care professionals

**The provision of Domestic Care**

Assisting the customer to live independently in their own home by undertaking general housekeeping duties which could include:

* Laundry, Housekeeping and cleaning, Bed making
* Generally making sure the customer is comfortable and warm

**Social Care**

Assisting the customer to live independently by:

* Shopping and managing supplies
* Collecting pensions and prescriptions
* Accompanying the customer to do their own shopping etc
* Taking the customer to visit day centres/hospital etc
* Providing a “sitting service”
* Agreeing goals and outcomes with customers and reviewing these regularly
* Engaging with the customer and showing an interest through talking and listening

**Customer Care**

1. Complete all required documentation accurately and in accordance with company policy and procedure
2. Report any concerns or issues relating to the welfare of the customer or equipment to the Team Leader or Care Co-ordinator.
3. Attend all mandatory training events in accordance with regulatory requirements and Company policy
4. Attend supervision, appraisal and team meetings in accordance with regulatory requirement and company policy

**Health and Safety**

As an employee of SOS Homecare, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work; and
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

**Additional information**

A job description is not rigid, but acts as a guide to the functions of the post holder. This job description is subject to relevant review and appropriate modification.

I confirm I have read and understood this job description.

Name of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_