



JOB DESCRIPTION

JOB TITLE: @HOME Care Assistant
DEPARTMENT: People & Place
RESPONSIBLE TO: @HOME Team Leader
RESPONSIBILITY FOR: No staff responsibility
MAIN JOB PURPOSE: Providing holistic, respectful, person centred Care & Support to service users and their families.

Main Duties and Responsibilities

Under the direction and guidance of the @HOME Team Leader the post holder will

- 1) Support service users' rights to control their lives and make informed choices about the services they receive.
- 2) Attend Personal Care & Private Care appointments in a polite and professional manner.
- 3) Respect and maintain the dignity and privacy of service users
- 4) Deliver person centred care as detailed in the personal care plan, with a view to promoting individuality and independence.
- 5) Help in the use and care of aids and personal equipment.
- 6) Update and maintain records and reports in a clear and accurate manner
- 7) Alert the @HOME Team Leader to concerns about the care and wellbeing of service users.
- 8) Keep up to date membership of a professional body such as SSSC'
- 9) Be responsible for attending mandatory and other training as discussed at staff meetings and supervision in order to maintain Continuing Professional Development.

Key Performance Responsibilities:

Financial and Non- financial Asset Responsibility

Responsible for assisting: -

- Service users to care for their possessions
- In ensuring the safe use of equipment in the service users home
- In ensuring the environment meets service users' needs.

Accountability, Judgement and Decision Making

In consultation with the @HOME Team Leader responsible for assisting in:

- Implementing service user's personal plans and making any recommendations for changes to the @HOME Team Leader.
- Following prescribed personal plans accurately.

Job Complexity and Responsibility

Responsible for: -

- Operating equipment safely in a way which reduces potential risks
- Maintaining a consistently high standard of cleanliness to minimise the risk of spreading infection
- Ensuring that all Health and Safety training is put into practice.
- Reporting incidents, accidents and complaints to the @HOME Team Leader.
- Complying with all policies and procedures.

Communication and Relationships – External and Internal

Responsible for: -

- Communicating clearly in an open, polite, straightforward way.
- Respecting confidential information
- Communicating relevant information to service users, colleagues and relatives
- Working within the @HOME Service assisting colleagues as and when required under the guidance of the @HOME Team Leader
- Attending meetings as required

General

- To undertake ongoing learning and professional development as necessary to maintain high standards in the quality of work, as outlined in the Job Description. This includes participation in regular one to one supervision sessions with a designated supervisor and participation in the annual performance appraisal review.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any other of the Associations establishments.

PERSON SPECIFICATION

CRITERION	ESSENTIAL	DESIRABLE
Qualification/Professional Membership		
▪ SVQ Health and Social Care Level 3 or equivalent - (proof of qualifications will be required)		✓
▪ Candidate has stated on application form that they are willing to commit to gain SVQ3 qualification (if applicable)	✓	
▪ Moving & Handling Certificate		✓
Experience/Knowledge		
▪ Experience of caring for the elderly or other relevant work experience	✓	
▪ Knowledge and understanding of the needs of older people		✓
▪ General understanding of 'person centred' care philosophy		✓
▪ Knowledge of the National Care Standards		✓
▪ Knowledge of Health & Safety issues		✓
▪ Knowledge of Food Hygiene		✓
Skills/Abilities		
▪ Effective oral and written communication skills	✓	
▪ Organisational skills	✓	
▪ Ability to work as part of a team	✓	
▪ Awareness of basic core social care principals	✓	
▪ Ability to balance older peoples rights to independence with the need to maintain safety	✓	
▪ Ability to maintain a safe and healthy work environment	✓	
▪ Ability to recognise need for and practice confidentiality where appropriate	✓	
Others		
▪ Flexible approach to shifts worked to account for emergencies and unplanned cover requirements	✓	
▪ Must have the right to work in the UK (evidence will need to be provided on appointment)	✓	
▪ Be willing to undertake training	✓	
▪ Satisfactory PVG Check	✓	

Print name : _____

Signature : _____

Date : _____