# Principal Responsibilities.

* To assist clients who need help with getting up in the morning or going to bed in the evening. Covering all aspects of personal care, showering and bathing, dressing and grooming, toileting and continence care, teeth and dentures.
* To help clients with mobility problems safely using aids and personal equipment, standing and walking frames, wheelchairs, manual and electric hoists, sliding sheets and moving boards, hearing aids and other physical aids.
* To care for clients who are temporarily unwell or have terminal illnesses or clients who are going through end of life care with bed nursing, help with feeding, hospital appointments, liaising with community health support and families.
* Administering medicines. Encouraging, reminding, assisting and giving medicines. Ordering and collecting prescriptions and returning unwanted medicines to the pharmacy for safe disposal.
* To help in the promotion of mental and physical activity of clients such as answering the door and greeting visitors, writing cards, letters or emails, taking a client out shopping to see their friends or to other activities. Hobbies and recreations such as reading, photo albums, games, etc.
* To make and change beds, tidy rooms, do light cleaning and empty commodes.
* To help the client plan what to eat and drink. Gentle encouragement and help to eat and drink well. Shopping, preparing and serving food and drinks. Clearing the table, washing up and keeping the kitchen area clean and tidy. Agreeing with the customer how to store food safely and dispose of out of date produce.
* To perform such other duties as may reasonably be required, such as washing floors, vacuuming and sweeping. Laundry and ironing, making beds and changing linen. Dusting and general tidying.
* To comply with Care at Home's guidelines and policies at all times.
* To report to the manager any significant changes in the health or circumstances of a client.
* To encourage clients to remain as independent as possible.
* To document all care carried out and complete a daily report covering mobility, food and fluid intake and output and any changes to the client. Ensure that home file records are maintained.
* Record and report all relevant client information, changes to a client's condition or other concerns. Faulty equipment or hazards in the home. Response to emergencies, accidents and incidents. Safeguarding matters. Contact with families or carers and other professionals.
* To carry out duties in accordance with the Personal Service User plan (care plan).
* To complete medication records if applicable.
* To complete accident/incident report form in the event of an accident/incident.
* To undertake required training.
* You will be required to comply with the code of conduct and practice of the General Social Care Council.
* You will be required to notify the agency immediately if you commit or are charged with a criminal offence, including a motoring offence, during your employment.
* You MUST keep all information about client's and their families secure and confidential.

This list is not exhaustive and from time to time you may be required to undertake additional duties.

# Person Specification

## The following personal attributes are considered essential to the post of care worker.

* Self-motivated and keen to learn. Willing to seek guidance when needed and follow instructions.
* Organised, excellent time keeper, flexible and reliable.
* Caring and compassionate towards people in need of care and support.
* An active team player but also able to work on own initiative.
* A good communicator.
* Respect for people suffering from a range of medical conditions with different backgrounds and beliefs to your own.
* Good hygiene practice, including personal hygiene, and a smart appearance.
* Good stamina and a level of fitness to meet the physical demands of the job.
* Knowledge and understanding.
* General understanding of the needs of people who require care and support.

All staff are required to be working towards a minimum of a Level 2 or equivalent qualification in care. All staff are required to respect the confidentiality of all matters that they might learn during their employment.

All staff are expected to respect the requirements under the Data Protection Act 1998.

All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974