**Care Worker required**

**REPORTING TO:** Line Manager and Management Team

**JOB HOURS**

* Flexible, depending on the needs of the business.
* 16 – 40 hours per week

**JOB PURPOSE**

* To look after the physical, emotional, cultural, and social needs of the Clients using a person-centred approach.
* To observe and promote the Client’s choice, independence, dignity, privacy, fulfilment, and other rights.
* To create and maintain good professional relationships with Clients, their family and friends and other stakeholders.
* To actively support other Care Workers
* To adhere to all regulatory and statutory obligations and Caring Hand’s policies, procedures, and guidelines
* To actively market Caring Hands and promote a positive, personal, and professional profile, always ensuring the good reputation of Caring Hands.

**JOB RESPONSIBILITIES**

*Care provision*

* To provide personal care and support to Clients with a wide range of needs, illnesses, and disabilities
* To know and understand the care and support of the Client.
* To undertake the tasks detailed in the Client’s care and support plan using a person-centred approach and in the least intrusive way.
* To encourage the independence and motivation of the Client and not foster dependent behaviour.
* To provide input into the care and support plans of Clients by regularly feeding back to the Field Care Supervisor
* To assist Clients getting up in the morning and going to bed at night
* To assist Clients to wash, bath and shower.
* To assist Clients to dress and undress.
* To assist Clients to look after their skin, teeth, hair, and nails.
* To assist Clients with toileting, continence management and personal hygiene
* To assist Clients with their medication at the agreed level of support and as detailed in their Medication Care Needs Assessment
* To prepare food and drink for the Client, being aware of the Client’s choice, likes/dislikes, nutritional needs, and cultural requirements.
* To provide light general household domestic duties, including housework and laundry, as detailed in the care plan, or instructed by Management.
* To use manual handling equipment safely and correctly
* To take responsibility for the safe handling of property and equipment belonging to the Client
* To maintain good communication and develop effective working relationships with Clients.
* To provide companionship to the Client, actively talking and listening to them about their interests
* To help the Client to maintain contact with their family and friends.
* To accompany the Client on trips into the community
* To assist the Client to manage their personal affairs.
* To ensure as safe as possible the living environment for the Client, whilst respecting the Client’s choice and rights

*Recording and Reporting*

* To maintain detailed accurate records in respect of care and medication support given and tasks undertaken
* To regularly read care and support plans, acknowledging changes
* To protect the confidentiality of all information relating to the Client and not divulge information to anyone who is not authorised to receive it.
* To promptly report to the office or Out of Hours Care Coordinator any issues concerning the care, support, well-being or behaviour of the Client and update records accordingly
* To continue to monitor where concerns have been reported and recorded.
* To recognise the signs of abuse and immediately report abuse or suspected abuse to a Manager.
* To report any complaints to the office or Out of Hours Care Coordinator
* To contact the office or Out of Hours Care Coordinator if running late

*General*

* To dress appropriately, wearing uniform and using personal protective equipment provided by Caring Hands.
* To seek out best practice and look at innovative ways to improve the quality and efficiency of service delivery.
* To attend and participate in regular Care Worker team meetings and any other relevant meetings.
* To attend in house and external training pertinent to the role of Care Worker
* To ensure completed weekly timesheets are submitted on time.
* To observe all health & safety rules and take reasonable care to promote health and safety of self and others and raise any concerns to the Field Care Supervisor
* To aim to ensure everyone has equal treatment and equal access to services and employment.
* Any other duties requested by Senior Management, which are within the scope of the post.

**Special conditions attached to post.**

* Flexible working, as evening and weekend work is required.
* Own transport