

Job Description – Care Worker

Job summary

Support the service user to live a dignified and independent life within the community. This may include provision of personal, emotional, social and physical support.

Principle responsibilities

To assist the service user in their day to day living within their own home, promoting independence and diversity in their lives in accordance with the service user care plan.

To assist service users with personal care, including getting up, going to bed, washing, bathing, dressing/undressing and toileting.

To assist service users with their mobility and physical disabilities,

To help with the use and care of aids and personal equipment.

To assist with preparation of meals, drinks and snacks when necessary

To assist with toileting and changing clothes and/or bedding where necessary

To maintain commodes and wash clothes and bed linen (which may include soiled laundry) when necessary

To report significant changes in service user health, or circumstances, to the appropriate manager.

To provide assistance with other tasks of personal daily living that the person cannot manage and provide general support as part of a caring team

To assist and encourage the management of medication or administer where necessary and appropriate once training has been undertaken and as documented in the service user care plan.

To monitor health related conditions such as dietary & fluid intake.

Other duties and responsibilities

To ensure service users retain individuality and personal dignity by promoting high standards of care and encouraging independence where appropriate.

To ensure that different cultural needs are catered for sensitively.

To respect the confidential nature of the work.

To provide direct care to service users as circumstances require.

To contribute to an effective system of communication within the team and to attend team meetings, and case reviews.

To undertake such duties and responsibilities of an equivalent nature, as may be determined by the Manager from time to time in consultation with the post holder.

To ensure that the Health and Safety and Equal Opportunities policies are implemented at all times.

To attend formal and informal training opportunities to enhance understanding of service users' needs and abilities.

Person specification

Criterion	Essential	Desirable
Level 2 Diploma in Health and Social Care or qualification by experience	X	
Care Code of Conduct		X
Care Certificate		X
Ability to administer medicines appropriately	X	
Ability to work as a team member	X	
Ability to work under own initiative	X	
Excellent interpersonal skills	X	
Effective communication skills	X	
An understanding of other cultures and some familiarity with diversity	X	
Ability to communicate about and discuss end of life decisions	X (for MND)	X
An ability to handle emergency situations	X	
Basic numeracy & literacy skills	X	
Previous experience working in a care role (formal or informal)		X
Working with the elderly (formal or informal)		X
City & Guilds Level 2 Certificate in Food Safety and Hygiene		X
Manual handling course	X	
To consider in cases of MND (in order of priority) Some of these will be essential according to the needs of the person living with MND and should be altered accordingly for the purposes recruitment. Where patient needs change and skills need developing - training for the care worker will be necessary		
Trained in non invasive ventilation		X
Trained in the use of tube feeding		X
Trained in the use of suction machine		X
Trained in breath stacking techniques		X
Trained in the use of a mechanical insufflator-exsufflator (CoughAssist) machine		X

Essential the minimum criteria necessary, the job cannot be done without them.

Desirable criteria which are not essential, the job may be done without them. Desirable criteria may also be set out in order of priority.

Care Service provider/employer should

Encourage and support staff to sign the Code of Conduct

Encourage staff qualified by experience to complete the Care Certificate

Ensure continuity of staff to service user

Provide relevant training as necessary and support CPD

Have a satisfactory CQC rating

Establish links to the MND Association