



## **HIGHLAND HOME CARERS**

**Job description:**                   **Care at Home Worker**

This job description should be read in conjunction with Highland Home Carers Summary of main Terms and Conditions of Service, the Equal Opportunities Statement and the Person Specification.

**Title of Post:**                   Care at Home Worker

**Responsible to:**               Service Manager

**Location:**                       Various

### **Job Purpose**

To provide personal care in a holistic manner by assisting, enabling, maintaining and looking after the general wellbeing of vulnerable people in the community, according to their assessed need, helping them to maintain their dignity and independence, and where necessary, provide support to their formal carers. There should be ongoing communication with all relevant professionals and a commitment to partnership working between NHS, Social Work and other agencies in providing community care.

### **Key Responsibilities**

As a Care Worker for Highland Home Carers, you should be able to carry out all the following duties while always respecting the individuals you work with and behaving in a professional manner.

Adhere to client care plans set by Care Coordinator.

Assist/enable service users with washing, bathing, personal hygiene, dressing, toileting, continence care and meal preparation.

Assist/enable service users to acquire mobility skills and transferring safely e.g. from bed to chair.

Assist/enable service users with cleaning, laundry, shopping and other household duties as required.

Assist/enable and support service user to comply with their prescribed medication and to maintain records as required.

Work in accordance with Care/Personal Plans through ongoing discussion with, and under direction of the Assistant Area Manager and a variety of professional staff, and to assist with rehabilitative programs and promote independence by enabling, maintaining, improving and maximising the individuals functioning.

Under the direction of professional staff and following required training, to assist service user in the administration of medication and areas of catheter care, stoma care, simple foot care, eating and swallowing to ensure safe oral intake and PEG feeding, in line with policies and guidelines.

Observe, record and report any factors that may present risk or deterioration in the functioning of the service user.

Ensure all records of care are written legibly and accurately.

Work in accordance with company policies, health and safety guidelines and any other current legislation.

Attend supervision and training, as required.

Maintain confidentiality.

Submit timesheets, expense claims and reports at times requested.

Report any absence from work, planned or unplanned, as soon as possible to Line Manager.

Provide cover for other support workers if they are absent from work.

### **Other Duties:**

Maintain and control personal stock of equipment and materials.

Ensure folders are kept tidy and report any changes to the Care Coordinators.

The post holder may be required to undertake any other duties appropriate to the level of the post.

### **Health & Safety:**

Health & Safety is an integral part of any role within Highland Home Carers. As such we would expect that all employees

Be aware of risks and to work within our Health and Safety Policies.

Be familiar with Violent Incident and Accident reporting procedures and comply with them.

Undertake a continual program of Risk Assessment in relation to their role within Highland Home Carers

Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with Highland Home Carers Health & Safety Policy and Procedures