

# Job Description

## Care Assistant (Community)

<b>Title:</b>	<b>Care Assistant (Community)</b>
<b>Work Place</b>	<b>Community – Evesham and surrounding areas</b>
<b>Employed by:</b>	<b>Priceless Care Services Ltd</b>
<b>Responsible to:</b>	<b>Registered Manager – Elaine Price</b>

We will be going into customer's homes to provide personal care, oversee medication and some food preparation. On occasions they may have light household duties. The ideal candidate is someone who is passionate about care, a good listener and communicator. Promoting independence at all times, it's essential that you have a full driving licence and own transport. All training will be given and developing your career skills to higher levels in Health and Social Care.

### **DUTIES WILL INCLUDE ANY OF THE FOLLOWING TASKS:**

- Assist in washing/bathing, dressing, getting up, undressing and putting to bed (to include hair washing, oral hygiene and shaving).
- Assisting with toileting and with changing clothes and/or bedding where necessary empty and cleanse commodes. This may also include the emptying/changing of catheter bags.
- Provide personal care to include washing and dressing, assisting with bathing/Shower.
- Assistance with mobility and transfers using specialised equipment
- To respect Confidentiality at all times
- To assist with Service Users' medication when agreed by manager
- Undertake/assist with shopping, household tasks and meals
- Protecting Service Users, fellow Social Care Workers and visitors from harm
- Promoting quality of life for Service Users
- Working as part of team
- Working correctly and Safety with Health & Safety guidelines
- Creating a friendly atmosphere
- Helping to maintain a clean and bright environment
- How to voice concerns
- Follow correct care Practices
- Being clear about policies and procedures
- To deliver quality Care
- Address Service Users' rights, choice, independence, dignity, privacy and fulfilment
- Report questions, concerns to the Manager

- Monitor, maintain and update Service User Personal centred Care Plans
- Partake in training, staff meetings and supervision and update sessions
- To work within the agreed contract and Personal centred Care Plan for each Service User.
- To record information in a care diary at each visit.
- To report to the Manager any significant changes in the health or social circumstances of the client. In addition, advise the Manager if the client requires additional help which is not specified in the care plan and if it is not possible to carry out the tasks in the time allocated.
- To record information in a care diary at each visit.
- To encourage clients to maintain their independence of thought and activity, appropriate to their abilities. This may include escorting clients on shopping trips, etc.
- In consultation with the Manager, to remind clients to take their medication and, where appropriate, record this on the medication sheet.
- To report any accidents to the office immediately.
- To report any instances of poor practice, instances of abuse, harassment or discrimination.
- To ensure that all paperwork is completed and returned to the office on due dates.
- To ensure that patient confidentiality is maintained at all times.
- **Carers should never undertake a task they are not confident with and never put themselves or the client at risk. If in doubt, ask for advice.**
- To be aware of the appropriate action to take in an emergency