

**PARTNERSHIP OF CARE LTD
JOB DESCRIPTION**

JOB TITLE:	Care Worker
REPORTING TO:	Area Supervisor / Manager
THE COMPANY:	We are the largest independent provider of domiciliary care within the Caerphilly County Borough. We provide a range of services related to the home care duties. We were established in 2000. We work within a range of services including Domiciliary Care, Supported Living and Day Centre Activities.
JOB PURPOSE:	To assist in the provision of care and work as part of a team to achieve required standards. To provide home support services to elderly and disabled clients living in the community. To ensure Clients retain their dignity and individuality.

SKILLS, KNOWLEDGE & QUALIFICATIONS

- Experience of working within a caring environment
- Genuine interest in working within a caring environment
- Ability to communicate effectively at all levels
- Team player
- Willingness to participate in Vocational Training Programmes e.g. Food Hygiene, Health and Safety and Moving and Handling
- Satisfactory Police Check and check against the ISA List (where applicable)
- Relevant Vocational Qualification (achieved / working towards) e.g. NVQ level 2
- Good time management skills and the ability to work under pressure
- Awareness of Health and Safety Issues

MAIN RESPONSIBILITIES

Care:

- Ensure the highest possible levels of care are maintained by supporting/assisting Clients, when required, with washing, toileting, dressing, undressing, and all other aspects of daily living.
- Assist Clients in all aspects of their care needs (e.g. physical and emotional). Provide attention when needed, whilst ensuring Clients retain their comfort and dignity.
- Pay particular attention to assisting Clients who have limited mobility, or physical / learning difficulties, making the best use of aids provided.
- Closely monitor Clients who may be confused and / or who have behavioural problems.
- Assist in the promotion of continence.
- Observe care planning needs for Clients and complete written daily records as instructed and in line with the Company's policies and procedures.
- Report on the well-being of Clients.
- Ensure full privacy and dignity is maintained for the dying and the bereaved.
- Assist Clients who need help during meal times (be aware of swallowing difficulties, dietary requirements etc). Assist with serving of food / drinks as requested / required. Wash up as requested / required.

- Practice maximum integrity in all dealings with Clients' personal and financial affairs.
- Familiarise themselves with the clients care plan and risk assessments and on each call ensure they read and complete the 'Clients communication Diary'.

Communication:

- Participate in Staff and Client meetings as and when required.
- Attend the office for formal supervision for a minimum of ½ an hour once every three months.

Training & Development:

- Maintain professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.

Health & Safety:

- Understand, and ensure the implementation of the Domiciliary Service's Health and Safety policy and Emergency and Fire procedures.
- Promote safe working practice at all times.
- Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.

General:

- Adhere to the policies and procedures of The Partnership of Care Ltd. (Copies of which are available for viewing at the companies head office).
- Staff are also required to adhere to the 'Care Council for Wales Code of Conduct' (A copy of which is included within the carer's handbook).
- Promote and ensure the good reputation of the Company.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notify the Domiciliary Care Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Pay maximum attention to security at all times. Where appropriate, ensure the security of Clients' homes in line with the Company's Key Holder policy.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.
- Notify manager of any new criminal convictions.

Partnership of Care Ltd reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Skills Required	Level	How Identified Application form and Interview	Rank: E – Essential, D - Desirable
Qualifications	<ul style="list-style-type: none"> • Good general standard of education to include English and Maths • Manual Handling • First Aid • Health and Safety • Food Hygiene Awareness 	Application form Application form Application form Application form Application form	E D D D D
Work Experience	<ul style="list-style-type: none"> • Experience of working within a caring environment 	Application form / interview	D
Knowledge / Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels • Knowledge of care needs of vulnerable older people • Team player • Well organised with good time management skills • Understanding and commitment to Equal Opportunities and Health and Safety 	Application form / interview Application form / interview Application form / interview Application form / interview Application form / interview	E E E E E
IT Skills	<ul style="list-style-type: none"> • IT literate 	Application form / interview	D
Personal Qualities and Aptitudes	<ul style="list-style-type: none"> • Ability to work on own initiative • Flexible and able to work various shift patterns • Flexibility and willingness to undertake relevant training and qualifications • Punctual and reliable • Ability to follow instructions • Excellent customer care skills • Ability to respond quickly to meet the needs of clients 	Interview Application form / interview Interview Interview Application form / interview Application form / interview Application form / interview	E E E E E E
Enhanced CRB / ISA check will be carried out			
You will be shortlisted from the details written on the application form if you meet ALL the criteria ranked as E – Essential. If a large number of applicants are received, only those who also meet the criteria of D – Desirable and E – Essential will be short listed.			