



Job Description

At-Home Carer

Purpose: To provide flexible, responsive, reliable and high quality community based and home-based support, care and respite services to meet the diverse needs of carers and the person(s) they care for promoting independence and choice.

To enhance the lives of service user of all ages and all backgrounds

PRINCIPAL DUTIES AND RESPONSIBILITIES

- To provide a high-quality service which will involve the provision of personal and social and domestic care as documented in the client's individual support plan.
- To respect the personal choice of lifestyles of Carers, people with care needs and colleagues, ensuring that equal opportunities principles are applied at all times.
- To work within national Health and Safety Regulations
- It is imperative that confidentiality is respected at all times as well as good timekeeping.

MAIN TASKS:

PERSONAL CARE TASKS

- Bathing in bed/bathroom/chair to include essential aspects of personal hygiene
- Assistance with getting up and going to bed
- Assistance with appliances (hearing aids, spectacles, artificial limbs, leg callipers).
- Care of skin and hair, including assistance with shaving.
- Care of pressure areas and prevention of sores.
- Care of mouth and teeth, including dentures.
- Assist in the management of continence of bladder and bowel
- Assist with dressing and undressing
- Assist with mobility and transfers, using correctly any specialised equipment provided.
- Assist with feeding.
- Administer only the medication as prescribed by a qualified medical practitioner as detailed in the Support Plan.

- Assist with the therapeutic programmes for rehabilitation and development as agreed with appropriate clinical professionals in liaison with the Line Manager.
- Provide a safe environment for those who need constant supervision and help
- Provide emotional support to the family as part of a caring team
- Supervise the person with care needs outside the home as advised by the Line Manager, with written permission from the disabled person or responsible carer.
- Undertake other specialised care tasks as agreed by the Home Care Service

SOCIAL AND EMOTIONAL SUPPORT

- Promoting independence and choice by encouraging and engaging with the individual to take part in community based activities with appropriate verbal/physical prompting as and when required
- Escorting to GP/hospital or any other appointments
- Providing companionship

DOMESTIC TASKS *(that can be expected to be undertaken as part of a care package and whilst undertaking work associated with respite breaks for carers)*

- Making and changing the bed of the person with care needs.
- Essential laundering for the disabled person
- Essential shopping (receipts must be obtained for all purchases)
- Light gardening
- Preparing meals and washing up
- Essential cleaning (as documented in clients support plan)

FAMILY/INDIVIDUAL RELATED TASKS

- Attend the homes of families/individuals and perform duties as specified by the Line Manager.
- Listen to the directions and requests of both the person with a disability and the carer and wherever possible perform the duties consistent with their own wishes.
- To maintain independence by working with an enabling ethos of 'doing with' not 'doing for' the person with care needs.

ADMINISTRATION AND RECORD KEEPING

- To ensure that timekeeping process is followed according to Home Care policy
- Notify the Line Manager immediately of any change in availability to work providing at least two weeks in advance.
- Observe and report back promptly to the Line Manager any alteration in the family circumstances affecting the service provision.
- Provide flexible cover for colleagues in the event of holiday and sickness working as part of a caring team.
- Complete incident forms accurately, and submit promptly to the Line Manager.

TRAINING

- Participate in an induction programme and attend ongoing in-service training and meetings determined by individual needs.
- Undertake training for specialised care tasks as agreed by Home Care Service

- To attend training when required. Failing to attend without acceptable reasons may lead to paying any training fee incurred by the Centre.

COMPLIANCE

- To adhere at all times to all of Barnet Carers Centre's policies and procedures including all codes of conduct bearing in mind especially safeguarding and confidentiality.
- To take responsibility for own health and safety and report to the Centre any areas of concern apparent in the service users' homes.
- To ensure as required the local authority client visit monitoring service is undertaken in a timely and accurate manner for community care service users and report to the Centre of any variance immediately.
- To undertake any other duties relevant to the post as reasonably required from time to time by your line manager.

The changing and diverse needs of service users require the post holder to be flexible. This job description will be reviewed as and when required to align with service user needs and Barnet Home Carers objectives.

Person Specification

Qualifications, Education, Training	Essential	Desirable	Source of Evidence
NVQ level 2 in Direct Care or willingness to undergo appropriate training	/		App. Form
Willingness and ability to undertake any training deemed necessary/relevant to the post for example safe Moving & Handling	/		App. Form + Interview
Experience and Skills			
Previous experience in a Home Carer or similar role		/	App. Form + Interview
Experience of undertaking a general caring role (in a paid or non-paid capacity)		/	Interview
Knowledge of Home Care Service		/	Interview
Able to demonstrate basic skills in cash handling and budgeting (in a personal or work capacity)	/		Interview
Ability to communicate information in a clear and logical manner (oral & written) to a wide variety of people	/		App. Form + Interview
Ability to clearly interpret oral or written information and instructions	/		App. Form + Interview
Ability to work on own initiative, with a common sense attitude, dealing effectively with situations from basic to more complex	/		Interview
Awareness of food hygiene principles or willingness to undergo appropriate training	/		App. Form + Interview
Ability to work effectively under pressure to meet set deadlines with the use of prioritisation skills	/		App. Form + Interview
Willing to deal with sensitive personal care issues e.g. promotion of continence	/		Interview
Importance of confidentiality	/		Interview
Excellent time keeping and reliability	/		Interview
Ability to deal with an emergency	/		Interview

appropriately			
Personal Qualities			
An understanding of and commitment to equal opportunities & Equality and Diversity issues both within the workplace and the community in general	/		Interview
A friendly, professional, caring, sympathetic and sensitive attitude which bears in mind the need also to empower and enable individuals to do as much as they can for themselves	/		Interview
Clean and tidy appearance at all times whilst working	/		Interview
Circumstances			
Taking responsibility for a work provided mobile phone and be contactable	/		Interview
Willingness to undertake appropriate immunisation	/		Interview