



JOB DESCRIPTION

HOME CARE ASSISTANT

Hours: Part time/full time/Flexible to cover am/pm and evenings. The post is offered on a zero hours contract working daytime, evening and nights on a rota basis based on your availability.

SALARY:- on a Zero contract basis paid at £7.75 per hour and £8.75 for out of hours and bank holidays

Hours: The post is offered on a zero hours contract working from 5.00am – 5:00am on a rota basis based on your availability.

Responsible to: Home Care Manager

Purpose of the job: To provide personal and domestic assistance to people in their own homes in order to help them maintain their independence and enjoy an acceptable quality of life. This may include all aspects of personal care as well as carrying out light housework (dusting, tidying, vacuuming, laundry, ironing and the provision of light meals).

KEY ACTIVITIES

Personal Care Service

- To assist service users to get in and out of the bath or shower safely and in comfort, and to wash parts of the body which they cannot reach
- To wash and shampoo service user's hair.
- To help male service users with shaving.
- To assist with dressing and undressing, when and where required in order to promote the service users independence, dignity, privacy and choice.
- To ensure that the washing area is left clean and tidy.
- To be aware of shortages (shampoo, towels etc), and inform the service user.
- To cut finger nails for the service user where it is part of the care plan

At Home Care

To carry out such tasks as the individual Service User's care plan requires, including the following:

- To ensure that all statutory requirements for Food Hygiene, Health and Safety and Fire precautions are implemented.
- Prompting with prescribed medication.
- Washing up.
- Laundry, either in the service user's own home or in a launderette.
- Light housework, including vacuuming, dusting and tidying, putting away clean, laundry etc.
- To promote independence for service users in their own homes by advising, assisting, communicating and befriending
- To monitor service user's health needs, ascertaining when to summon professional help.
- Observe information and documenting it promptly in a clear and concise way.
- Shopping and minor errands, including collecting prescriptions where necessary as per care plan.
- To maintain a safe environment for service users in their own homes and to produce meals of the required type for a well-balanced diet in the required quantities at the required times.

Risk Management

- Risk management will provide the framework to identify and minimise risks in order to deliver safe and effective healthcare.
- All equipment is used safely and in accordance with Locala HomeCare Policies and Guidelines.
- Accidents and incidents are reported without delay using appropriate Policies and Guidelines.
- Deficiencies in service are identified and reported via appropriate identified channels.
- Comments or complaints relating to clients/carers are dealt with in accordance with appropriate Policies and Guidelines.
- Promote and maintain high standards relating to health, safety and welfare to self and others.
- Adhere to infection control standards. All employees are responsible for the prevention and control of infection in accordance with the Health Act 2006 (Hygiene

Code). This includes compliance with all infection, prevention and control policies and procedures

General Requirements

- To work within the boundaries of the service.
- To inform the HomeCare Manager of any significant changes in the service user and to inform him/her of any untoward event immediately.
- To attend team meetings and participate in training and network meetings when requested.
- To provide cover for other HomeCare assistants when required.
- To work in accordance with good practice at all times.
- To produce documentation and write service reports as required.
- To carry out other tasks from time to time that may be reasonably required.
- To work within the provisions of organisational policies and procedure.
- To contribute to service improvement and quality assurance of service.
- To take part in all supervisory/ appraisals, staff meetings and training sessions as deemed necessary to fulfil your role as a HomeCare assistant
- To ensure individuals' rights and responsibilities are retained by treating them with dignity and respect.
- To provide support services which are appropriate to the needs of the service users and that have been agreed with them.

Continuing Personal development.

- Continuous personal development will support HomeCare Assistants to develop and fulfil their potential in order to deliver care plan packages, which are both appropriate and cost effective.
- Willing to develop new skills and participate in training in line with service development.
- Undertakes competency based training to meet the needs of the service.
- Individual development plan should be carried out annually.
- Participate in the appraisal process, in matching organisational aims with personal objectives.

Own transport is essential in order to fulfil the travel requirements of the post

CONFIDENTIALITY: This is a very important aspect of a HomeCare Assistant job. Confidential information should only be used to benefit a service user. It should never be divulged to a third party or used as gossip amongst friends/acquaintances.