

Care Support Worker Job Description

PURPOSE:

To provide support and assistance to Carers and people with care needs. This will involve the provision of personal and social care, respecting confidentiality at all times within an equal opportunities framework.

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 clients 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 Health and Safety Regulations
- It is imperative that confidentiality is respected at all times.

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.

PERSONAL AND SOCIAL 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 Board of Trustees

DOMESTIC TASKS:

Some light domestic duties may be carried out as follows:

- 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)

- Preparing meals and washing up
- Essential cleaning (as documented in clients support plan)

ADMINISTRATION & TRAINING

- Participate in an induction programme, and attend ongoing in-service training determined by individual needs.
- Undertake training for specialised care tasks as agreed by the Board of Trustees
- Notify the Line Manager immediately of any change in availability to work.
- Observe and report back promptly to the Line Manager any alteration in the family circumstances affecting the service provision.
- Liase regularly with the Line Manager and colleagues
- Provide flexible cover for colleagues in the event of holiday and sickness working as part of a caring team.
- Attend regular meetings convened by the Line/Scheme Manager and/or Board of Trustees
- Complete and submit to the Line Manager signed weekly time sheets and expense claims.
- Complete incident forms accurately, and submit promptly to the Line Manager.
- Maintain accurate records in clients support plans and submit completed records to the Line Manager.

OTHER DUTIES

- Undertake other duties as may reasonably be required by the Board of Trustees
- To undertake NVQ as required.

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	/		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
Personal Qualities			
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	/		Interview