

# ADVERTISEMENT JOB DESCRIPTION AND SPECIFICATION FOR

<b>Organisational Website</b>	Bestchoiceglobal.co.uk
<b>Advert Website / URL</b>	<b>Bestchoiceglobal.co.uk</b>
<b>Start Date of Vacancy</b>	01/06/2023
<b>Closing Date for Applicants</b>	30/06/2023
<b>Job Reference Number</b>	HC0023ASST
<b>Head Office Location / Address:</b>	<b>4 Leys Ave, Dagenham RM10 9XR</b>
<b>Location of the Job</b>	4 Leys Ave, Dagenham RM10 9XR
<b>Purpose and Objectives:</b>	<p><b>Personal Care</b></p> <p>The purpose of personal care services is to support individuals with daily living tasks such as washing, dressing, toileting, mobility, and nutrition while promoting dignity, safety, and independence. The key objectives are to maintain the person's health and wellbeing, prevent deterioration, and provide compassionate, person-centred care that respects individual preferences and cultural needs. Personal care aims to enable people to live comfortably in their own homes or care settings, maximise their independence, ensure continuity of care, and protect them from harm through safe, respectful, and regulated support aligned with health and wellbeing outcomes.</p>
<b>Responsible to:</b>	<b>Registered Manager</b>
<b>Position Advertised</b>	Care Worker

## 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 always applied.
  - To work within Health and Safety Regulations
  - It is imperative that confidentiality is always respected.
  - Assessing and planning care: Senior care workers are responsible for assessing the needs of their clients and developing care plans to meet those needs. This will involve working with the client's family members, doctors, and other healthcare professionals to ensure that the care plan is appropriate and effective.
  - Providing personal care: Senior care workers will be responsible for providing personal care to clients, including assistance with bathing, dressing, grooming, and toileting.
  - Administering medication: Senior care workers will be responsible for administering medication to clients, ensuring that they take the correct dosage at the right time.
  - Monitoring health: Senior care workers are responsible for monitoring the health of their clients and reporting any changes to their supervisor or healthcare professional.
  - Providing emotional support: Senior care workers will provide emotional support to clients and their families, particularly in cases where the client is dealing with a chronic illness or disability.
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- Managing records: Senior care workers are responsible for maintaining accurate records of the care they provide to their clients, including medication administration, health monitoring, and care plan updates.
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- Providing supervision and leadership: Senior care workers will be responsible for supervising and mentoring other care workers, providing guidance and support to ensure that they provide high-quality care to clients.
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- Ensuring compliance: Senior care workers are responsible for ensuring that they and their team comply with all relevant regulations and guidelines, including those related to health and safety, medication administration, and client confidentiality.

#### **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 (If required, with the help of Hoist and other equipment's)

- Assistance with appliances (hearing aids, spectacles, artificial limbs, leg calipers).
- 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 specialized 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 programme 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 specialized care tasks as agreed by the Management.

### **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 specialized care tasks as agreed by the Management.
- Notify the Line Manager immediately of any change in availability to work at least 24 hours prior to the shift.
- Observe and report back promptly to the Line Manager any alteration in the family circumstances affecting the service provision.
- Liaise 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 Management
- 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 on Monthly basis.
- Maintain accurate records in Service User's support plans and submit completed records to the Line Manager.

### **Other duties**

- Undertake other duties as may reasonably be required by the Management
- To undertake NVQ and refresher training as required.

### Experience required

- Relevant care experience
- Qualification as a nurse aid or working in care industry for six months or more
- Must have good IT skills.
- Be willing to work flexible hours and support the out of hour's emergency on call service.
- You must have strong communication and leadership skills and be able to lead by example.

## PERSON SPECIFICATION- SENIOR CARE WORKER

Qualifications, Education, training	Essential	Desirable	Source of Evidence
QCF / NVQ level 2 in Direct care or willingness to undergo appropriate training or Equivalent or Care Certificate. Health and Social Care Certificate	✓		Application Form
Willingness and ability to undertake any training deemed necessary/ relevant to the post; Care Certificate	✓		Application Form and Interview
<b>Experience and Skills</b>			
Previous experience in a domiciliary care or similar role	✓		Application Form and Interview
Knowledge of Home Care Service	✓		Interview
Experience of undertaking a general caring role ( in a personal or work capacity)	✓		Interview
Able to demonstrate basis 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	✓		Application Form and Interview
Ability to clearly interpret oral or written information and instructions	✓		Application Form and 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.	✓		Application Form and Interview
Ability to work effectively under pressure to meet set deadlines with the use of prioritization skills	✓		Application Form and Interview
Willing to deal with sensitive personal care			Interview

issues. e.g., promotion of continence.	✓		
<b>PERSONAL QUALITIES</b>			
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	✓		Interview
To be able to communicate with the management, emergency services, service users and their families professionally.	✓		Interview
<b>Must have a clean driving license and willing to drive</b>	✓		Driving Permit/ License Original