



**Job Title:** Care and Support Worker/Home Care Assistant/Rapid Responder

**Reports to:** Field Care Supervisor

**Accountable to:** Registered Manager

**Principle responsibilities**

- To carry out the full range of caring tasks enhancing and promoting independent living to both older people and those with physical disabilities.
- This will include undertaking hands on tasks in relation to clothing, warmth, nutrition, medication and hygiene in accordance with the agreed guidelines.
- Willingness to be trained in the use of care & mobility aids and personal equipment.
- To provide assistance with personal care tasks such as washing hair and or body, brushing teeth or dentures and assisting into or out of bed.
- Other key tasks include meal preparation, assistance with medication, help with dressing, undressing and toileting
- Make and change beds, tidy rooms, complete light cleaning and empty commodes.
- Help in the promotion of mental and physical activity of clients through communication, social inclusion and sharing with them in activities such as reading, writing, hobbies and recreations.
- To actively participate in the monitoring of well-being of service users and to participate with other agencies to ensure that needs such as health, social, emotional, spiritual, recreational, educational and cultural are met.
- To read and write reports, and take part in staff and service users' meeting where required
- To actively engage in staff development activities, which will include participating in supervision scheme, staff meetings, attending training events, feeding back to colleagues newly acquired knowledge and skills and giving practical training and guidance to less experienced colleagues
- To promote a positive attitude to service users families, friends and neighbours
- Complete accurate daily records including financial transactions, medication, tasks undertaken
- Work within company and local authority policies and agreed practice guidelines

<p>3. Experience</p>	<ul style="list-style-type: none"> <li>• Knowledge of working in a formal care setting either paid or voluntary AND/OR</li> <li>• Caring for family member (elderly or special needs). This could be from previous work experience or from learning about the role</li> </ul>	<ul style="list-style-type: none"> <li>• Working as a support worker for over 12 months</li> </ul>
<p>4. General Intelligence</p>	<ul style="list-style-type: none"> <li>• Ability to benefit from training.</li> <li>• Understand and relay verbal and written information.</li> <li>• Comprehend the Employers Policy and other Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to progress their career through training.</li> </ul>
<p>5. Special Aptitudes</p>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Good communication skills</li> <li>• Patience</li> <li>• Observant</li> </ul>	<ul style="list-style-type: none"> <li>• Self-motivated.</li> <li>• Organised</li> <li>• Flexible</li> <li>• Caring</li> <li>• Sensitive to the needs of others and to the sick or infirm.</li> <li>• An active team player but also able to work on own initiative</li> <li>• A good communicator</li> </ul>

**Working Hours:**

These will be agreed in line with the Registered Manager at time of employment within your Offer letter and agreed availability form.

**Qualifications required:**

No Experience required as full training will be given but the following will be required as part of your induction

- All Mandatory training in line with fundamental standards
- To be working towards and completion of the Care Certificate within 3 months of employment.

**In Addition**

- Completion of the QCF Health and Social Care Qualification within 2 years of employment

Signed by employee:	
Date:	