



Job Description	
Job Title:	Domiciliary Care Worker
Company:	Ray of Sunshine Care Agency
Reporting to:	Registered Manager
PURPOSE	
<p>The role of a Domiciliary Care Worker is to work without direct supervision in the home of the service user providing care and support including personal, social and domestic support whilst adhering to the service user's individual care and support plan. The aim of the position is to enable service users to remain safely in their own home with as much independence as possible. Alongside providing care and support in a professional, discreet and caring manner, always ensuring the service user's right to privacy and dignity is maintained.</p>	
MAIN DUTIES AND KEY RESPONSIBILITIES	
<p>Involvement and Information</p> <ul style="list-style-type: none"> • To be aware of the Company, including the structure of the organisation. • To know how, and where to access Company policies and procedures and relevant documentation. • To ensure that all service users understand the care and treatment choices that are available to them. • To know the arrangements in place for obtaining and acting in accordance with the consent of the service users. • To positively promote the service user's right to choice and independence whilst ensuring that they are treated with the utmost respect, privacy and dignity at all times. • To be aware of local and national services and sources of support so that information can be provided to service users upon request. 	
<p>Personalised Care, Treatment and Support</p> <ul style="list-style-type: none"> • To assist service users with personal care needs, as detailed in their individual care plan, in an appropriate manner to help meet their desired outcomes. • To assist service users with mobility problems and other physical disabilities, including incontinence, using aids and personal equipment i.e. hoists, assistive technology etc. in line with their individual care plans. • To communicate effectively with service users, carers and other professionals. • To report any concerns to your line manager relating to significant changes in the service user's health and support needs. • To contribute to the service user review process, along with the service user assessor and all other involved parties, by using your knowledge of assisting the service user in meeting the desired outcomes. 	
<p>Safeguarding and Safety</p> <ul style="list-style-type: none"> • To understand the arrangements for ensuring that service users are safeguarded against the risk of abuse. • Have ability to, in accordance with Company and Local Policies: <ul style="list-style-type: none"> ❖ Identify the potential for abuse, ❖ Take appropriate preventive measures ❖ Respond to allegations of abuse. • To report any untoward incidents or accidents to your line manager in accordance with Company policy and quality monitoring processes. • To identify risk of infection or contamination and alert concerns to your line manager for further assessment. • To assist with the general standards of hygiene and cleanliness in accordance with planned care and support. • To ensure that as far as reasonably practicable where equipment is provided as part of the care and support plan it is safe and fit for purpose. • To assist or administer the service user's medication in line with Company Policy and Procedures. • To undertake the appropriate level of training and regular updates to stay abreast of best 	

<p>practice with regard to medication.</p> <ul style="list-style-type: none"> • To adhere to actions identified in Risk Assessments, in accordance with both relevant Company Policies and standard legislative Health and Safety requirements. • To report any observed faults, defects or damage to the premises, fixtures and fittings or equipment to your line manager
<p>Suitability of Staffing</p> <ul style="list-style-type: none"> • To inform your line manager if you experience difficulty getting to your scheduled visit at the agreed time. • To attend supervision, annual appraisals and team meetings with the Registered Manager and use this to inform your Personal Development Plan. • To maintain awareness of best practice.
<p>Quality and Management</p> <ul style="list-style-type: none"> • To ensure the Company's Complaints Policy and Procedures are followed when dealing with any concerns or complaints raised by service users or their carer's. • To keep legible, accurate and detailed records in line with company policy and regulatory requirements. • To understand and comply with both Company and legislative requirements regarding confidentiality and data protection. • Attend staff meetings, as required, for the dissemination of information about the service, peer support and exchange of ideas
<p>Qualification and Experience Desirable: NVQ Level 2 Health and Social Care Have an understanding of the relevant Health and Safety Legislation for Movement and Handling. Essential: Complete NVQ 2 within 2 years of course commencement if not qualified. Understand the effects of ageing, disability, incapacity and illness and the effects these can have on a Service Users' well-being.</p>
<p>Special Conditions Criminal Record Bureau Disclosures This post will result in you having substantial contact with the elderly, sick or disables. I-care, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Criminal Records Bureau Disclosure.</p>