



Job Description

JOB TITLE: Home Care Assistant

RESPONSIBLE TO: Home Care Unit Manager

Job Summary:

To provide a Service of Care to service users to enable them to lead as independent a lifestyle as possible. This Care Service will involve a programme of personal care and/or household tasks that is personalised for each service user in the form of a Service User Plan. Care duties will, therefore, include assisting the service user with the following activities and to observe and respect the service user's dignity, privacy and independence.

Key Tasks:

(i) **Personal Care:**

- Dressing and undressing/preparing the service user for Day Care or trips out
- Washing/bathing/showering/shaving/grooming/cleaning teeth.
- Hair care (washing/brushing)
- Nail care (fingernails only)
- Toileting and all aspects of personal hygiene
- Containment management
- Cleaning of commodes, assistance with stoma and catheter bags
- Getting in and out of bed
- Assisting with the use of Aids to Daily Living/Rehabilitation Aids, as directed
- Helping with rehabilitation programmes, as prescribed by Healthcare professionals
- sitting services as required
- Assistance with medication
- To act as keyworker to individual service users

(ii) **Dietary Care:**

- Preparation of snacks and meals according to the service user's likes/dislikes
- Assisting with feeding, as required
- Noting and reporting any deviation from service user's normal eating pattern

(iii) Domestic/Household Services:

- General cleaning duties to include cleaning, dusting, vacuuming and polishing
- Bed-making
- Clearing refuse and rubbish
- Laundry/hand-washing/ironing/light needlework, as required
- Fuel management
- Shopping, and the preparation of shopping lists and assistance with budgeting

(iv) Personal Services:

- Assistance with personal finances, to include paying bills, collecting pensions, in accordance with money handling policies and receipt book procedures
- Personal planning (birthdays/anniversaries etc)
- Democratic rights (voting cards etc)
- Letter writing

(v) Induction Training

- To assist Domiciliary Care Manager with new staff induction and existing staff training

1. To conform to all Policies and Procedures laid down by the Organisation in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant
2. To participate as directed by the Home Care Manager in Induction Training and regular In-service Training programmes
3. To maintain accurate, concise and timely records
4. To participate in Staff, Team and Quality Management Review Meetings as directed by the Home Care Manager
5. To report back to the Home Care Manager on any aspect of service user care which he/she feels warrants investigation or urgent action, including incidents and accidents
6. To participate in reviews of service users' plans as required
7. To be aware of the tasks and activities which must NOT be undertaken as part of care duties.

These responsibilities will be undertaken by Homecare Assistants for service users on a regular basis. Given that the service users are likely to be highly dependent and their needs unpredictable, Homecare Assistants will be asked to exercise reasonable flexibility in the times they work their agreed hours.

Training:

- a) To participate in induction courses
- b) To be involved in learning the techniques of lifting and handling
- c) To observe the Health and Safety At Work rules including the use of protective clothing and gloves
- d) To attend training sessions as required

Horsfall House is committed to providing professional, respectful and quality care, whilst maintaining exceptional standards to ensure residents enjoy the highest quality of life. All employees are required to:

- Make a difference to the lives of older people and adults with a disability. Residents will be encouraged to maintain independence and choice in a homely environment
- Show courtesy and respect to clients/residents and relatives and retain the confidentiality of clients/residents and their families at all times
- Greet all visitors in a friendly, courteous and efficient manner and promote Horsfall House positively in the local community
- Maintain good working relations with all colleagues at all times. In order that Horsfall House may maintain a positive environment, employees are required not to engage in or permit any fellow employee to engage in any unlawful discrimination against employees, clients/residents or relatives
- Attend and participate in training sessions and staff and relatives' meetings as and when required
- Be aware of, and at all times comply with, all MCEL rules, policies and procedures, including the statutory requirements of the Health and Safety at Work Act, Care Act and the relevant regulations

Policies & Procedures:

To comply with all policies and procedures of the organisation relevant to the post and continue to update knowledge when new policies are introduced.

Health & Safety:

It is the duty of every employee to assume responsibility for the health and safety of themselves and others, including the use of the necessary risk assessments, safety devices and protective clothing.

To co-operate with management in meeting its responsibilities under the Health & Safety at Work Act 1974, COSHH, Moving & Handling, Food Hygiene and First Aid regulations, you must:

- Act upon MCEL Fire Policy and be fully aware of the emergency procedure, the location of fire alarms, equipment and the fire panel
- Report promptly to your Manager any problem arising from an accident or incident and record it in accident book as required
- Adhere to Moving and Handling principles following training

Confidentiality:

All staff are required to respect the confidentiality in all matters that they may learn during the course of their duties relating to other members of staff, the service users/residents and the day to day running of Horsfall House.

All staff must work within the Data Protection Act in ensuring security of computerised data.

This Job Description is not exhaustive, and you may be required to carry out other tasks from time to time which fall within the level of the post, as agreed with the General Manager