**JOB DESCRIPTION**

**POSITION:** HOMECARE CARE WORKER (DAYSIT, NIGHTSIT & RESPITE CARE)

**RESPONSIBLE TO:** REGISTERED MANAGER

**Purpose of Position**

* To enable and / or assist individuals to remain in the community to be supported and maintained safety in their own homes and thereby enhance the quality of life.
* Encouraging your service user’s individuality and independence.
* Helping your service user to maintain relationships with neighbours, the neighbourhood and familiar activities and surroundings, providing social contact, especially for service users who live alone.
* Assisting other care workers and professionals to provide care for your service user.
* Being the face of ‘care in the community’ and acting as our representative.

**Principal Responsibilities**

* To visit nominated Service Users, at times directed by the Care Coordinators and management
* To be particularly vigilant for the signs of distress or anxiety in Service Users: any deterioration in physical and / or mental health, or safety of the environment, and to report these as a matter of urgency to your manager or coordinator in their absence.
* To carry out all tasks in a way that demonstrates respect for the privacy, dignity and value of all users, irrespective of severity or disability of personal circumstances.
* To summon appropriate assistance in an emergency. All actions should sustain, support and enhance the independence of Service Users, as specified in their care plans.
* Personal Care (only where specified on the care plan and subject to appropriate review).
* Assist Service Users in/out of bed, chair using agreed procedures. Assist Service User in turning to relieve pressure areas.
* Assist Service Users in dressing/undressing, care of aids and personal equipment (hearing aids, glasses, dentures and prosthesis).
* Assist Service Users in all aspects of personal hygiene, washing, shaving, and showering.
* Assist Service User with feeding.
* Assist Service User to access the toilet, facilities, emptying commodes and disposal of incontinence materials, using agreed health and safety procedures.

* Domestic
* When directed, maintain cleanliness of Service Users home, to meet with health and safety requirements.
* Light fires or operate other sources of warmth.
* Where appropriate home facilities are available, launder and iron clothes and/or bed linen.
* Undertake essential shopping.
* Where directed prepare to reheat meals provided and/or demonstrate to service user.
* Social
* Actively encourage Service Users, according to their capabilities, to participate in all aspects of daily living activities.
* Develop and maintain personal contact with the Service User through talking and listening.
* Provide support as part of a caring team, liaising with informal carers, other agencies or professionals as necessary.
* Collaboration with Other Agencies
* Assist the management to maintain good relationships with other personnel involved in the care of the Service User, i.e. Community Nurses, Social Workers, G.P’s, as part of the caring team.
* General Duties
* As required maintain accurate, legible, record and submit them on a regular basis to the manager.
* Maintain confidentiality at all times.
* Advise Service Users of the complaints procedures (where appropriate).
* Participate in all training courses, including NVQ2 in Health & Social Care.
* Comply with legal requirements (Domiciliary Care Agency Regulations 2004) and National Minimum Standards, Health & Safety at Work Act).
* Participate in meeting as appropriate and attend regular supervision sessions.
* Any other duties reasonably falling within the scope of the post.
* Be committed and promote, Equal Opportunity and Anti Discriminatory Policies and Procedures in relation to both service provision and employment issues.
* Decision Making
* To be responsible for any day to day decisions within the confines of the duties allocated and Job Description

**Qualification and Experience**

* Desirable:
* NVQ Level 2 in Health & Social Care
* Have an understanding of the relevant Health & Safety Legislation for Movement and Handling
* Essential:
* All mandatory training to be completed online.
* Complete NVQ Level 2 within 2 years of course commencement if not qualified
* Understand the effects of aging, disability, incapacity and illness and the effect these can have on a Service User’s wellbeing.

**Special Conditions**

* Disclosure and Barring Service:
* The post will result in you having substantial contact with the elderly, sick or disabled.
It is required 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 of the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to the Criminal Records and Barring List disclosure check.

**What we offer**

* Free training
* Free uniform
* Flexible working hours
* Competitive rates of pay
* Holiday pay
* Pension scheme
* You will be part of a team of highly valued care workers

**Do you fit the role?**

If you think that you have the skills necessary to be a valuable member of our team, please call for more information on 01603 865 665, email your CV with a summary of why you fit the role to info@norvichealthcare.co.uk, or fill out our application form below. We look forward to hearing from you.