

THAMES HOMECARE SERVICE

Form Name:

Job Description - Carer

Ref No: DCF - 056

Job Title	Carer (Care Assistant, Care Support Worker etc.)
Qualifications	Either currently holding NVQ level 2 or working towards the qualification. Experience of working with older people and a willingness to learn.
Accountable To	The Directors or owners
Reporting To	The Service Manager or the Senior in Charge.
Job Purpose	<p>To assist other staff in the day to day running of the Care at Home service and to maintain high standards of care and service towards service users, relatives, visitors and other members of staff.</p> <p>To deliver care to service users as directed by the service user plan for that individual, reporting any changes or concerns to the senior in charge or other nominated staff.</p>
Key Tasks	<ol style="list-style-type: none">1. Report both verbally and in writing on service users general condition and well being.2. Maintain a clean and safe environment for service users and staff.3. Assist nurses in maintaining records and care plans on each shift (where nurses are employed).4. Make beds and use pressure care aids as directed.5. Assist in the collection of specimens and samples.6. Act as chaperon for medical and professional staff as may be required.7. Assist service users in maintaining their personal hygiene, dressing and going to bed.8. Report accidents and incidents to the senior member of staff on duty.
Care of Service users	<ol style="list-style-type: none">1. Assist in the care of service users through the delivery of individual planned care programmes.2. Promote independence and dignity of service users3. Assist in enabling service users to live their chosen lifestyle.4. Talk to and listen to service users.5. Participate in social activities directed at benefiting service users quality of life.

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Other Duties

6. Report complaints directly to the senior in charge as soon as they are made
1. Undertake NVQ level 2 training in Direct Care if not already qualified.
2. Undertake such in house and external training which is appropriate to your role and has been identified through a training needs appraisal.
3. Maintain confidentiality of information at all times.
4. Work within the policies, procedures and guidelines of the Quality Management System.
5. Any other such duties as may be from time to time required to ensure the safe running of the service and delivery of appropriate care to service users