

JOB DESCRIPTION — DOMICILIARY SOCIAL CARE WORKERS

Position: Domiciliary Social
Care Worker

Responsible to: Registered Manager

Purpose of Position

To share with other staff in meeting the personal care needs of service users in a way that respects the dignity of the individual and promotes independence. Care provided by care assistants is expected to include care that would reasonably be given by members of the service user's own family and is not expected to include tasks that would normally be expected to be undertaken by a trained nurse.

Principal Responsibilities

- To assist service users who need help with getting up in the morning, dressing, undressing, washing, bathing and the toilet.
- To help service users with mobility problems and other physical disabilities, including incontinence and help in use and care of aids and personal equipment.
- To care for service users who are temporarily sick and needing, for example, minor dressings, bed nursing, help with feeding, etc.
- To help care for service users who are dying.
- To help in the promotion of mental and physical activity of service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations, as required by the service user.
- To make and change beds; tidy rooms; do light cleaning and empty commodes.
- To set tables and trays; serve meals; feed service users who need help; prepare light meals and wash up, leaving homes clean and tidy.
- To answer emergency bells, the door and the telephone and greet visitors as requested by the service user.
- To read and write reports, and take part in staff and service users' meetings and in training activities, appraisals and supervisions as directed.

- To perform such other duties as may reasonably be required.
- To comply with the agency's guidelines and policies at all times.
- To report to the agency manager any significant changes in the health or circumstances of a service user.
- To encourage service users to remain as independent as possible.
- To take on other duties appropriate to post not specifically mentioned in job description.

Person Specification — Essential Criteria

The following personal attributes are considered essential to the post of care worker:

- Self motivated.
- Organised.
- Caring.
- Sensitive to the needs of others in need of help and support.
- An active team player but also able to work on own initiative.
- A good communicator.
- Own transport and full valid license as appropriate.
- You are required to undergo advanced CRB check
- Must be able to work flexibly Monday to Sunday.
- Must be able to work unsociable hours.
- Must be responsible for own health and safety.
- Highly motivated and committed to providing excellent care services.
- Values diversity and shows a commitment to equality of opportunities.
- Values health and safety.

All staff will be required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff will be expected to respect the requirements under the *Data Protection Act 1998*.

All staff must ensure that they are aware of their responsibilities under the *Health and Safety at Work, etc Act 1974*.