

Job Description – HomeCarer

Position: HomeCarer
Reports to: Care Manager/ Team Leader
Location: Multiple locations in Surrey
Hours of Work: Full or part time (A minimum of 15 hours a week including some unsocial hours i.e. early morning, evening and/or weekend availability is required)

Role Purpose

To support vulnerable adults so that they can remain independent within their own homes. A HomeCarer helps adults and older people who may be terminally ill or have learning, physical or mental health disabilities. The role involves companionship and personal care to maintain an individual in a reasonable measure of health, hygiene, safety, mobility and emotional wellbeing.

1 Accountabilities

2 Personal Care

- Help clients to wash / dress, apply skin creams, put on surgical stockings, remind them to take medication, help them use the commode / toilet in order to maintain good health.
- Assist with getting up, continence care, stoma care, applying eye drops (subject to a risk assessment) and dry dressing.

3 Support Work for Clients

- Go shopping for clients, pay their bills obtaining receipts; help with general tasks e.g. hovering, dusting, completion of forms.
- Collection of prescriptions.
- Monitor and note the general health of the client and their circumstances.
- Bed making, laundry, emptying commodes, cooking meals, feeding.

4 Support Work with Carers

- Listening to clients who are terminally ill and also to their carers or families, who are distressed, referring them back to Care Managers for further assessment and assistance from GPs or from a district nurse.
- Attend group meetings relevant to client care.

5 Liaison on Client Care

- Attend meetings of all agencies involved with client as required e.g. Care Managers/Age Concern/Community Psychiatric Nurse/clients' families to review and recommend changes to care packages as required.

6 Emergency Care

- Respond to clients' illness by calling GP/ ambulance and report back to the Better at Home office.

7 Following Procedures and Guidance

- Maintaining awareness and understanding of policies and procedures e.g. moving and handling; code of conduct, attending training if necessary.
- Treating all clients with respect and dignity and ensuring they receive an equitable service.
- Maintaining personal and client safety through adhering to proper Health & Safety procedures.

8 General

- To undertake any other responsibilities and duties as appropriate to the nature and pay grade for the post.
- This post, due to the nature of the work, is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act, 1974. Applicants are therefore not entitled to withhold information about convictions which would otherwise be regarded as 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal.

9 Codes of Conduct

All HomeCarers will be expected to meet the standards set out in the General Social Care Council's (GSCC)'s Codes of Practice. Any serious failure to do so will be dealt with by management. In the case of staff who are registered with the GSCC, this may additionally lead to investigation and action by the GSCC.

10 Data Protection Act

Under the provisions of the Act, it is the responsibility of each member of staff to ensure that all computerised personal information related to clients and other members of staff to which he/she has access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action.

11 Person Specification

12 Essential Criteria

- Compassionate and empathetic.
- Good verbal and written communication skills (you must be fluent in English)
- Able to demonstrate understanding of social care values e.g. choice, privacy, dignity and independence.
- Able to understand clients' needs and remain patient.
- Able to demonstrate a non-judgmental, common-sense approach to the job.
- Able to demonstrate a non-discriminatory approach to colleagues and clients.

13 Desirable Criteria

- Previous care experience (either on a personal or professional basis).
- NVQ2 or higher in social care.
- Qualified First Aider is desirable.

14 Job Hazards

- Moving and handling of equipment
- Moving and handling of people 15kg+
- Physically demanding
- Food handling
- Personal care
- Verbal abuse and/or aggression
- Lone working

All applicants who are invited to interview will be asked to complete a health declaration form.

Applicants will be judged on ability – any other test would be discriminatory and be in direct conflict to Better at Home's policy of equal opportunities. Reasonable adjustments will be made, where appropriate, to enable disabled people to carry out the job effectively.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the jobholder.