

Job Description – Live-in Carer

Position: Live-in Carer
Reports to: Live-in Care Manager
Hours of Work: Full Time – pattern of work to be agreed

Role Purpose

The purpose of live-in care is to enable vulnerable adults to remain living independently in their own homes by providing care and companionship. There will be a care plan in place which has been designed to promote the best quality of life for the client. The following tasks are typically carried out by the carer and will be specifically tailored to each client's care plan.

- Assistance with hygiene and getting dressed
- Assistance with mobility
- Preparation of nutritious meals
- Supervision of meals and encouraging fluid intake
- Administration of medication
- Monitoring and reporting on the general wellbeing of the client

Support Work for Clients

There are other ways in which a live-in carer can support the client:

- Arrange the food requirements and do the shopping
- Arrange GP appointments and collect prescriptions
- Organise the laundry
- Carry out light housework such as hoovering and dusting
- Accompany the client on outings
- Assist with paperwork and mail
- Converse on subjects of interest to the client
- Engage in activities of interest to the client
- Liaise with the family and other health professionals

Liaison on Client Care

- Attend meetings with all agencies involved with the client e.g. live-in care manager/Age Concern/community psychiatric nurse/clients' families in order to review and recommend changes to care plan as required.

Emergency Care

- Respond to clients' illness by calling their GP and/or an ambulance and reporting back to the Better at Home office and next of kin.

Following Procedures and Guidance

- Maintain awareness and understanding of policies and procedures and to attend training when required e.g. moving and handling; food hygiene, infection control, code of conduct.
- Treat all clients with respect and dignity and ensure they receive an equitable service.
- Maintain client and personal safety by adhering to proper Health & Safety procedures.

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.

Codes of Conduct

All Live-in carers 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.

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.

Person Specification

Essential Criteria

- Ability to speak excellent English
- Ability to write clear, concise reports
- Ability to demonstrate understanding of social care values e.g. choice, privacy, dignity and independence
- Ability to empathize with clients' needs
- Ability to demonstrate a non-judgmental and common-sense approach to the job
- Ability to demonstrate a non-discriminatory approach to colleagues and clients

Desirable Criteria

- NVQ2 (Social Care) or higher
- Qualified First Aider

Job Hazards

- Moving and handling of equipment
- Moving and handling of clients
- 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.