

# Job Description

<b>Job Title :</b> Home Care Assistant	<b>Unit :</b>
<b>Grade :</b>	
<b>Responsible to :</b>	<b>Contacts :</b> 1.Service Users 2. Relatives/Carers. 3.Other Statutory & Vol Agencies
<b>Working Hours :</b>	<b>Persons responsible for:</b>
	<b>Special Conditions :</b>

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

## Job Summary :

To give practical help, care and support to clients who need assistance in their own homes, promoting the independence of the person in the community. Services may be provided for people living alone or with other family members. The need for assistance may arise from disability, illness or other social reasons.

To enable the client to achieve their maximum level of independence, making it possible for them to remain in their own homes in accordance with their abilities and wishes.

## Principal Responsibilities

Responsibility for clients:

- To carry out those personal tasks that are not the responsibility of a nurse but which would normally be expected to be undertaken by a member of the clients family.
- Tasks may include assisting clients:
  - In and out of bed
  - To get dressed/undressed
  - With personal hygiene including bathing
  - To commode/toilet (emptying commode, disposing of incontinence pads, cleaning clients after soiling/wetting).
- To accompany clients to hospital/doctor, day care, school etc.
- To establish a relationship with the client, giving support to those clients under stress and providing a degree of companionship and link with the community.

- To encourage clients to use aids provided and, if agreed with the Occupational Therapist and domiciliary care manager, to assist the client with the use of aids/appliances.
  - With the full knowledge and agreement of the client to write or read letters, complete forms where necessary.
  - To clean and tidy clients homes.
  - To launder clothes by:
    - Using client's washing machine
    - Taking clothes to launderette
    - Washing personal items/soiled linen by hand
    - Preparing clothes, incontinent laundry for collection
  - To make beds and change linen.
  - To shop with or for the client.
  - To collect pensions, prescriptions, pay bills for client and keep accurate records of money spent.
  - To prepare and cook meals.
  - To use the telephone as necessary on the clients behalf.
  - To assist with medication, in line with the Medication Policy.
- To undertake following training and certification line with the Care Plan.
- Instillation of eye drops/ear drops
  - Compression hosiery as prescribed in line with the Care Plan
  - Simple Catheter Care
  - Other tasks as appropriate as listed in the Guidelines to Personal Care
- To report to the domiciliary care manager on the condition of the client and to be aware of any significant changes in the client's behaviour, needs or circumstances and any Health & Safety at Work hazards.
  - To complete all Sandwell Community Caring Trust's documents according to the correct procedure.
  - To complete own time sheets
  - To contribute to service user records
  - To take an active role in the induction of new team members

Rehabilitation of Offender Act 1974 (Exceptions) (Amendment) Order 1986

Because of the nature of the work this post is 'exempt' from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the (Exceptions) (Amendment) Order 1986. Applicants are therefore, NOT entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to your application for this post. Full details on any convictions including the date, type of offence and sentence imposed must be declared.

<b>CRITERIA REQUIRED</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; Training</b>	A reasonable standard of education Willingness to work towards NVQ2 in Care.	NVQ2 in Care

<b>Specific Knowledge &amp; Skills</b>	<p>Effective communication skills to address the requirements of clients, carers and other providers and professionals.</p> <p>Ability to work effectively on own initiative, as part of a team and when liaising and consulting with colleagues, carers and all professional bodies (i.e. District Nurse, Doctor)</p> <p>Commitment to enabling clients to maintain their independence</p> <p>Reliable and flexible approach to work, thus ensuring a professional and efficient service provision, meeting the changing needs on a day to day basis</p> <p>Ability to analyse clients circumstances, identify and report changes</p>	<p>Good knowledge of Health &amp; Safety &amp; Risk Assessment</p>
<b>Special Experience</b>	<p>Demonstrate an understanding of the rights of clients to confidentiality, privacy and choice</p> <p>Health &amp; Safety issues when caring for vulnerable people</p> <p>An understanding of the issues surrounding the protection of vulnerable adults</p>	<p>Understanding Mental Health Issues in older people, their carers and families.</p> <p>Experience in working in the Community</p>
<b>Physical Skills &amp; Effort</b>	<p>Ability to travel, use a range of domestic equipment /following training aids and equipment e.g. hoists</p> <p>Ability to carry out the physical requirements of the role (e.g. Manual Handling)</p>	<p>Updated Manual Handling Certificate and Experience</p>
<b>Emotional Effort</b>	<p>Ability to deal with vulnerable individuals, the terminally ill and bereavement</p> <p>Ability to deal with clients with progressive diseases/challenging behaviour</p>	<p>Experience of working with Terminal illness</p>
<b>Mental Effort</b>	<p>Concentration required for carrying out personal care procedures</p>	<p>Experience of supporting people in traumatic situations</p>
<b>Requirements due to Working Environment</b>	<p>Ability to accommodate Out of Hours emergency working, unsocial hours and shift patterns including Bank Holidays</p> <p>Involves travel</p> <p>Ability to attend training as required</p> <p>May involve working in clients homes dealing with infestations, bodily fluids, faeces and dirty and congested homes</p> <p>May involve having to deal with aggression</p>	<p>Updated Violence &amp; Aggression or Conflict Resolution training</p> <p>Experience of Lone Working</p>
<b>Legal Requirements</b>	<p>Must undertake a CRB check</p>	