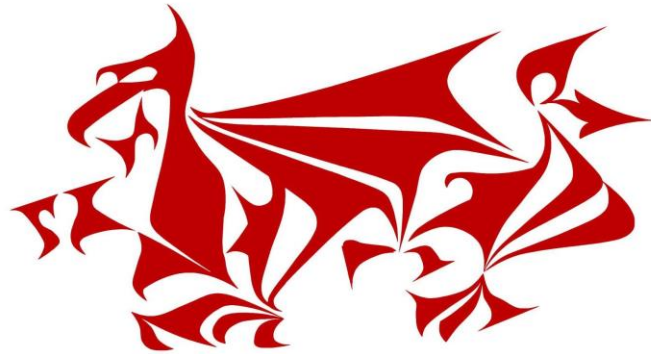


Human Resources Job description – Care Worker



Calon Lan Community Care

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Reviewed by: Noel Williams		

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REPORTS TO:

Supervisors and Care Manager

SUMMARY OF ROLE:

To share with other staff the responsibility in meeting the personal care needs of our clients in a way that respects the dignity of the individual and promotes Calon Lan's quality systems.

PRINCIPAL RESPONSIBILITIES:

- ✓ To assist Service Users who need help; getting up in the morning, dressing and undressing, washing, bathing and with the toilet
- ✓ To help Service Users with their mobility and with any physical disabilities, including incontinence and use of personal aids and equipment
- ✓ To care for Service Users who are unwell and who may need help with minor dressings, bed care and any help with feeding etc.
- ✓ To be involved in providing palliative care
- ✓ To help in the promotion of mental and physical activities for Service Users through talking, reading, writing, hobbies, or trips out
- ✓ To make and change beds, light cleaning, emptying commodes and general tidying
- ✓ To set tables or trays, to prepare and serve light meals, clearing away and washing up
- ✓ To read and write reports and be involved in clients reviews and training activities
- ✓ To adhere to all Blue Ribbon's policies and procedures at all times
- ✓ To report either to the Supervisor or Care Manager any significant changes in the health or circumstances of a client
- ✓ To encourage the independence of Service Users wherever possible

PERSONAL ATTRIBUTES

It is considered essential that Care Workers possess the following qualities:

- Self motivated & well organised.
- Flexible.
- Caring & sensitive to the needs of others.
- Ability to use own initiative.
- Ability to communicate effectively.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ✓ Willing to work towards Induction Standards ✓ Willing to work towards NVQ/QCF level 2 within 6 - 12 months of employment 	<ul style="list-style-type: none"> ✓ Achieved NVQ/QCF level 2 ✓ Specialist care training
Experience	<ul style="list-style-type: none"> ✓ Understanding of health and social care provision 	<ul style="list-style-type: none"> ✓ Experience of working in health and social care, either paid or voluntary (this can include care for family/friends)
Skills/attributes	<ul style="list-style-type: none"> ✓ Excellent communications skills ✓ Ability to maintain confidentiality ✓ Ability to display empathy and warmth to all ✓ To be able to understand and cope with emergency situations ✓ Ability to work on own initiative and as part of a team ✓ Ability to cope with change ✓ Good planning skills 	<ul style="list-style-type: none"> ✓ Working knowledge of the domiciliary care industry and surrounding regulations and legislation ✓ Understanding of regulatory body functions and requirements ✓ Commitment to own continuous professional development
Additional requirements	<ul style="list-style-type: none"> ✓ This post is subject to a DBS disclosure ✓ Where using own car for working purposes, to provide copy of full driving licence and Class 1 car insurance certificate 	

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All care workers are expected to respect the requirements of 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.

All staff must also ensure that they read and abide by the Code of Practice of both the United Kingdom Home Care Association ("UKHCA") and the Care Council for Wales ("CCW").