



## **JOB DESCRIPTION - CARE WORKER**

The duties of a domiciliary care worker range from routine household tasks to providing personal care, administering medication and carrying out simple health care tasks.

Care workers are expected to follow the duties set out in the written care plan drawn up by the Company with the commissioner and/or the Service User (or their representative(s)).

Care workers must adhere to the Health & Safety at Work policy of the Company and work strictly within the outcomes of risk assessments made to ensure their safety and that of the Service User.

### **DUTIES:**

#### **To provide personal care to the Service User(s) in accordance with written guidance set out in the Care Plan:**

- Assisting Service User(s) to get up in the morning and prepare for bed at night
- Showering
- Bathing
- Washing hair
- Assisting in the toilet
- Assistance with continence aides
- Assistance with walking and transferring
- Foot care but **not** cutting toenails
- Manicuring

#### **Assisting with medication and health related activities.**

*This must only be carried out in accordance with specific written instructions recorded in the care plan. Care workers must adhere to the Administration of Medication Policy of the Company and have received training.*

- Assistance with pills from a pre-filled compliance aid prepared by a pharmacist
- Assistance with liquid medicine using a measuring cup supplied by the pharmacist

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- Assistance with creams for the skin
- Assistance with nebulizers, inhalers and oxygen
- Assistance with stoma bags
- Assistance with slings, neck braces or knee supports
- Assistance with support stockings
- Assistance with incontinence aids - pads and knickers
- Assistance with catheter care
- Recording any assistance on a medication chart or in the daily log
- Reporting any health change to the Manager
- Collecting prescriptions from the Pharmacist

### **Assisting Service User(s) to enjoy a healthy and appropriate diet that they prefer:**

- Feeding or providing assistance with feeding
- Menu planning
- Shopping
- Preparing snacks and drinks
- Cooking food and preparing light snacks
- Washing up

### **Assisting with Finances.**

*This assistance must only be provided in accordance with the agreed care plan and with the Finance Policy of the Company.*

- Paying bills
- Visiting the Post Office or Bank
- Recording all assistance with finances in the log in the Service User Guide kept in the home in accordance with the Company's Financial Policy.

### **Assisting with general cleaning and the domestic upkeep of the house.**

Cleaning, dusting and polishing, laundry (including the management of incontinence laundry), ironing and managing the disposal of refuse in accordance with Local Authority requirements.

### **Social Care:**

- Assisting in rehabilitative regimes
- Escorting to medical or social appointments
- Companionship
- Reading and writing letters

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### **General:**

- To follow the Care Plan of duties agreed by the Company
- To complete time sheets and other time recording logs
- To recording details of work performed in the daily log
- To record and report any changes to the Manager
- To deal with emergencies in accordance with the Company policy
- To assist with quality assurance programmes
- To attend training courses
- To attend supervision meetings and annual appraisals
- To use protective clothing as prescribed by the Company's Health and Safety Policy
- To wear the Company Identification Badge and/or make sure it is available in accordance with the Company guidelines
- To sign an endorsement that they have received the Company Handbook and Policies and agreement that they will abide by them
- Perform any other related duties as assigned by the Manager