

Job Description

Job Title: CARER

Job Code: CR04

Name:

Department: CARE

Position in the organisation:

Responsible to: Senior Carer/Team Leader

Direct reports: None

Works in conjunction with: All residential home staff and external agencies as required

Summary of Main responsibilities:

To share with other staff in meeting the personal care needs of residents in a way that respects dignity of the individual and promotes independence. To help care for the residents' physical environment and assist in the general day-to-day activities of the home including domestic duties.

Main Duties and Responsibilities:

1. Assist the Senior Carers/Team Leaders in the ongoing assessment of residents' individual needs and capabilities and report any changes in the residents' condition to the senior person on duty.
2. Administer medication to residents in accordance with their care plans and doctor/district nurse directives.
3. Assist residents who need help with dressing, undressing, bathing and toileting respecting their dignity and privacy at all times.
4. Help residents with mobility problems and other physical disabilities, including incontinence, and in the use and care of aids and personal equipment.
5. Care for residents temporarily sick and needing bed nursing.
6. Attend to all needs for residents who are dying.
7. Help in the promotion of mental and physical activity of residents on a daily basis through talking to them, taking them out, sharing in their activities such as reading, writing, hobbies and recreation.
8. Read and write reports, take part in staff and residents' meetings and in training activities as directed.
9. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
10. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
11. Take part in staff and residents' meetings and in training activities as directed.
12. Take part in individual performance reviews as required.
13. Make and change beds, empty commodes, tidy and care for residents' rooms.
14. Inspect, launder and care for residents' clothing.
15. Serve meals, feed residents who need help, assist in setting tables and trays, tidy and clear the dining room.
16. Undertake laundry work when required.
17. Answer emergency bells, telephone and entrance door, and greet visitors.

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post

holder.

PERSON SPECIFICATION

Job Title: Carer

Competency	Performance Criteria
Professional Practice:	
Modelling best practice	<ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification to undertake the post • Know (or be trained to know) the correct techniques for carrying out these duties • Demonstrates patience with, and compassion for, older people • Willing to undergo training
Decision making	<ul style="list-style-type: none"> • Report any changes to the residents' wellbeing including their general environment
Health & Safety	<ul style="list-style-type: none"> • Physically capable of moving and handling older people • Application of H&S practices
Interpersonal Skills:	
Teamwork	<ul style="list-style-type: none"> • Play an active role in creating a team working environment • Prioritise • General time management
Management of diversity	<ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures amongst residents and staff
Effective communication	<ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community
Self development	<ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Take on further responsibilities • Undertake relevant training
Personal Attributes:	
Mutual support	<ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could support others • Be prepared to give encouragement and help when needed • Offer help to other groups
Communication skills	<ul style="list-style-type: none"> • Explain things simply • Keep to the point • Style that is warm and friendly • Listens carefully and attentively
Interpersonal sensitivity	<ul style="list-style-type: none"> • Appearance to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Exhibit a pleasant, professional manner
Team working	<ul style="list-style-type: none"> • Happy when working in a team environment • Promote harmony within the team • Loyal to the team as a unit

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none">• Induction• NVQ Level 2 in a relevant qualification• Emergency First Aid• Medication training• Moving & Handling• Adult Protection• Equality & Diversity• Fire Awareness• Basic Health & Safety (including COSHH regulations)• Food Hygiene Awareness• Infection Control• Knowledge of home's specialty, e.g. Dementia Care, Parkinson's Disease• Challenging Behaviour