

## Job Description

**Job Title: CARING COMPANIONS DOMICILIARY  
CARE WORKER**

**Job Holder:**

**Department: DOMICILIARY  
CARE**

**Responsible to: Domiciliary Care Supervisor**

### **Summary of main responsibilities:**

To provide care and support to individuals to assist them to remain in their own homes and thereby enhance their quality of life and safety.

To encourage service user's individuality and independence.

To support the service users to maintain relationships with neighbours, local community and provide social contact.

### **Main Duties and Responsibilities: Provision of Personal Care**

**All support will be according to individually tailored care plans and permission should be sought/agreed before commencing any task. To promote independence, dignity and respect at all times**

#### **Personal Care**

1. To provide personal care according to the care plans provided, that have been agreed with the individual. This could include
  - Supporting a service user to get up
  - Support with washing and dressing, bathing or showering
  - Support with personal care including continence care
  - Using Moving and Positioning equipment where necessary
  - Administering medication or prompting and completion of MAR charts
  - Meal preparation and/or snacks
  - Completion of care notes for each visit
  - Working in partnership with other health and social care professionals

#### **Provision of Domestic Services – Pending agreement**

2. To provide general housekeeping which could include:
  - Hoovering and Dusting
  - Cleaning and polishing
  - Bed Making
  - Laundry
  - General tidying

#### **Social Care**

2. To support service user's independence by:
  - Accompanying individuals to local shops
  - Accompanying individuals to daily activities
  - Accompanying the individual to the restaurant where a care need is required

## **Requirements**

3. To report, to the domiciliary care supervisor, information in relation to service users which could include:
  - To report any issues or areas of concern relating to service users and or equipment.
  - Attend all relevant training courses to ensure you are up to date and equipped with the skills required to fulfil your role.
  - To attend supervisions and group meetings on a regular basis

## **Health & Safety**

As an employee you have a duty under the Health & Safety Act 1974 to;

- Take care of the health and safety of yourself and all other persons who may be affected by your acts and or omissions whilst at work.
- To cooperate with your employer to ensure compliance with health and safety policies and procedures
- Not to intentionally, recklessly interfere with, or misuse, anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions.

## **Data Protection**

As an employee you must at all times respect the confidentiality of information according to the Data Protection Act and General Data Protection Regulations. This includes all personal and sensitive data.

**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: **Care Worker**

Competency	Performance Criteria
<b>Professional Practice:</b>	
Modelling best practice	<ul style="list-style-type: none"> <li>• Able to demonstrate an understanding of the role of Domiciliary Care</li> <li>• NVQ Level 2</li> <li>• Willing to undertake training</li> </ul>
Regulatory Requirements	<ul style="list-style-type: none"> <li>• Understanding of Health and Safety</li> <li>• Understanding of Confidentiality</li> <li>• Understanding of CQC and their role</li> <li>• Understanding of Safeguarding</li> </ul>
Internal Controls	<ul style="list-style-type: none"> <li>• Experience of working within a team</li> <li>• Reporting and recording of information</li> <li>• Sharing of information</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Knowledge of Risk Assessments.</li> <li>• Experience of Managing Risks</li> <li>• Understanding of Accidents and Incidents and reporting process</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Use of moving and positioning equipment.</li> <li>• Use of entry system</li> </ul>
<b>Planning &amp; Control:</b>	
Effective communication	<ul style="list-style-type: none"> <li>• Excellent communication skills - both written and verbal</li> <li>• Ability to communicate effectively at all levels using appropriate styles with different groups, e.g. staff, residents, relatives</li> </ul>
Development of Self	<ul style="list-style-type: none"> <li>• To attend all mandatory training courses</li> <li>• To attend supervisions and appraisals</li> <li>• To attend group meetings</li> <li>• Develop a culture of lifelong learning among staff</li> </ul>
Organisational skills	<ul style="list-style-type: none"> <li>• Ability to prioritise</li> <li>• Reports issues, concerns and or problems early</li> <li>• Ability to function effectively under pressure and in a crisis</li> </ul>
<b>Operational Requirements:</b>	
	<ul style="list-style-type: none"> <li>• Eligible to work in the UK</li> <li>• Flexible approach to working hours as required</li> </ul>

<b>Personal Attributes:</b>	
Mutual support	<ul style="list-style-type: none"> <li>• Understands the benefits of being a team player</li> <li>• Vigilant – Able to identify where support is required</li> <li>• Consider own actions and the effect others</li> <li>• Positive outlook</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Explain things clearly and accurately</li> <li>• Good listening skills</li> <li>• Style that is warm, friendly and accommodating</li> <li>• To communicate on a professional level at all times</li> </ul>
Interpersonal sensitivity	<ul style="list-style-type: none"> <li>• Has the skill to adapt ones self in various situations so as to meet the needs of individuals</li> <li>• Build appropriate rapport with customers, colleagues and staff observing professional boundaries</li> <li>• Has a welcoming, pleasant and professional manner</li> </ul>
Judgement	<ul style="list-style-type: none"> <li>• Has observational skills and pays attention to detail</li> <li>• Understands that actions have outcomes</li> <li>• Will only make decisions and or take action when competent to do so.</li> <li>• Is not afraid to ask for help or advise from management</li> </ul>

### **TRAINING REQUIREMENTS**

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

<b>Training Element</b>
<ul style="list-style-type: none"> <li>• Induction</li> <li>• Moving &amp; Positioning</li> <li>• Safeguarding of Vulnerable Adults</li> <li>• Fire Awareness</li> <li>• First Aid Awareness</li> <li>• Basic Health and Safety</li> <li>• Challenging Behaviour</li> <li>• Food Hygiene</li> <li>• Dementia Awareness</li> <li>• Equality &amp; Diversity</li> </ul>