

Care Worker Job Description

Position: Care Worker

Responsible to: Registered Manager

It is the aim of Carepoint Services Ltd that as a Care Worker representing the company, you should provide the highest quality care to all services Users in the comfort of their home, whilst respecting their dignity and promoting their independence. In doing so, you will raise and enhance the reputation of the high standard of care service delivered by the company. As a Care Worker, you may be required to have an input in the review of a care plan of a Service User. You will adhere to any instructions given to you by Carepoint Services Ltd and carry out your duties and instructions in a professional and courteous manner at all times. You are expected to work on a rota basis Monday – Sunday including bank holidays. Care Workers are at all times expected to maintain confidentiality, unless you feel the Service User may be at risk, only then should you breach confidentiality by informing a Care Manager in the office without delay.

Overall Responsibility:

- To work in the best interest of the Company and Service User(s) and to deliver a high standard of Personal Care.
- To assist and maintain a high-quality service and service delivery, work in line with company policies and procedures, contractual agreements and in line with the National Minimum Standards set out under the Care Standards Act 2000
- To meet and exceed the care needs of all Service Users, whilst working with their family or friend or significant other(s)
- Ensure the Service User is safe from harm at all times and report any concerns immediately
- To work with vulnerable people male and female who may have physical or learning disabilities, elderly frail, dementia, end of life etc.

General Responsibilities:

- To take instructions from the Care Managers and other office-based staff of Carepoint Services Ltd
- To carry out all personal care duties (including bathing, toileting, grooming etc) in line with the individual Service User's care plan and adhere to any identified risk assessments (male and female)
- To assist the Service User with the safe prompting of medication
- To be efficient with equipment such as hoists, wheelchairs, stair lifts and continence management etc.
- To provide detailed reports in the home
- To continuously undertake ongoing training both in house and outside that is appropriate to your job and personal development
- To operate in line with Care Standards Act, Safeguarding Adults with Care and Support Needs, Employment Agencies Act, Data Protection Act, Equal Opportunities specifically adhering to - the Race Relations Act 1976, the Sex Discrimination Act 1995, the Disability Discrimination Act 1995, the Rehabilitation of Offenders Act 1974, the Sexual Orientation Act 2003, the Religious Belief Act 2003, Equal Pay Act 1970 and the Working Time Regulations Act 1998
- To comply with the Health and Safety at Work Act 1974 and operate within the company's health and safety regulations at all times.
- To ensure that all Health & Safety and Risk Assessments are carried out effectively in the Service User's homes

Other Specific Responsibilities:

- To ensure that the care given meets and exceeds the needs of the Service User as detailed in their care plan and provide detailed reports on each visit
- Observe and report (immediately) any changes with the Service User's health, changes in skin condition, bowel habits, urinary difficulties, respiratory difficulties, eating and drinking habits or unusual behaviour or condition
- To assist with all personal and hygiene care including dressing and undressing, bathing, toileting, mouth and hair care and feeding in accordance with their care plan
- To attend the care certificate training, specific training when provided, refresher training and QCF as and when directed
- Remain flexible to meet the needs of the business and its Service Users needs

At all times, you must provide detailed reports in the record book which is kept in the home. In addition, you must report any findings to the office immediately. In the event of any emergencies, you are expected to follow the company's procedures and call the emergency line of the company.

Types of Care Service you will/may be expected to carry out:

- **Personal Care** – you will be expected to carry out duties as detailed in the care plan. These works are carried out between 7am and 10pm.
- **Night / waking sits** – you will be expected to work from 10pm – 7am and attend to all needs of the user whilst remaining in the service user's home. You are not allowed at any time to sleep/rest during this shift. You may be expected to spend the night in the Service User's room or another part of the home where frequent visits must be carried out and be vigilant at all times. Where you are expected to carry out a palliative care service, you must not leave the Service User unless it is at the preference of the Service User or the family but you must carry out several visits to the Service User's each hour
- **Sleeping Night Service** – you will be expected to work from 10pm – 7am and sleep on the premises. You are allowed to be woken up to 3 times per night to attend to the Service User's needs. However, should the Service User require you to attend their needs more frequently whilst on shift, you must attend their needs and report this to the office immediately
- **Live-in Care Service** - you will be expected to live on the premises through the week working either on a 40-hour basis or 5-6 days out of 7. During your rest period, an alternative carer will carry out your duties. Accordingly, you may be required to work on a week on / week off basis
- **Sitting Service** – you will be expected to work 7am – 10pm where you will provide any service including companionship, personal care or domestic work
- **Contracts** – All Care Workers will work under a zero-hour contract. This means we will not guarantee any work, but every effort is made to ensure we meet the individual financial aspirations. In addition, we offer 20 days plus 8 days holiday (pro-rata) depending on the hours worked.
- Salary – Paid monthly

Carepoint Services Ltd is an Equal Opportunities Employer promoting equality and diversity.

Care Workers Name:			
Care Worker's Signature:		Date Read & Understood the above Job Description:	