

## JOB DESCRIPTION

### CARE WORKER

#### JOB PURPOSE:

As a member of the care team, responsibility for ensuring that the personal care of the service user is maintained, according to the needs and capabilities of the individual.

To help promote as much personal and physical independence and choice as possible in the activities of daily living undertaken by the service user within their home environment.

#### RELATIONSHIPS:

**Reports to:** Registered Manager / Senior Care Worker

**Responsible for:** Self

**Close Liaison with:** Service Users / Clients  
Branch / Recruitment Team

#### STANDARDS OF PERFORMANCE:

- Positive feedback from service users
- Requested re-bookings
- Your responsibilities under ***Health & Safety Legislation and duty to your service users:***
  - 1 maintain a safe environment through awareness of Health and Safety regulations
  - 2 attend appropriate training programmes to further existing knowledge and comply with new legislation
  - 3 remember you are a guest in the service users home and conduct yourself professionally at all times
  - 4 maintain written records and observe service user confidentially at all times, both verbal and written

## **KEY RESPONSIBILITIES:**

### **1. Personal Care of Service Users**

Participate in basic **personal care** of service users and assist the person with:

Washing his/her body and hair (cutting of toe nails is **not** permitted)  
Dressing  
Use of toilet  
Eating and drinking  
Personal grooming  
Taking medication  
Preparation of meals, taking into account any dietary needs  
Emptying the commode

All such assistance will be given while observing the service user's dignity and privacy.

### **2. Health Care Needs**

Under supervision of the appropriate health professional, assist the service user with **health care** needs:

Catheter care/continence  
Stoma care  
Simple, unsterile dressings  
Ointments and Creams  
Eye drops  
Medication (the giving of injections and the administering of controlled drugs is **not** allowed)  
Pressure area care  
Bowel care (the insertion of suppositories or enemas and manual evacuation is **not** permitted)  
Other appropriate health care

### **3. Therapeutic Care**

Under the supervision of the designated therapists, assist the service user with **therapeutic care**:

Maintaining mobility  
Maintaining daily living / functional skills

### **4. Domestic Help**

Assist the service user with **domestic help**:

Washing  
Ironing  
Cleaning areas used by the service user i.e. bathroom, kitchen, bedroom etc.  
Lighting or turning on fires

**5. Social Care**

Assist the service user with **social care**:

- Collecting pensions/prescriptions
- Providing information
- Talking and listening
- Reminiscing
- Helping to maintain links with family and friends
- Assisting with social and recreational activities as part of the care plan
- Reading/writing
- Caring for pets
- Assisting those who need help to cast their vote at local and general elections without being judgmental
- Being open minded and non-judgmental about personal sexual preferences

The above is not exhaustive and there may be occasions where something is required of you not on the list, if you are in doubt about whether or not it is part of your job, phone your manager and get advice, but please use common sense. You are there to support the individual in living their life, you may not agree with some of the individual's choices and preferences but must be able to put your feelings to one side as long as you are not being asked to break the law, or put yourself or others at any kind of risk.

**I understand and agree to the items as described above.**

**Signed**..... **Date** .....

**Name**.....