



Job description: Community Carer

Summary

While every effort has been made to outline the main duties and responsibilities of this post, it should be noted that this document does not permit every item to be specified in detail. Broad headings may have been used, in which case all usual associated routines are naturally included in this job description.

Staff should not refuse to undertake duties that are not specified below but should record any additional duties they feel need specific recognition and these will be considered during supervision and again during annual appraisal .

Responsibilities

Reports to Senior Carer / Care Co-ordinator

Job Description

To have individual responsibility in accordance with the practices, procedures and policies of CommuniCare, for the personal needs of Service Users.

To enable Service Users to live as independently, comfortably and securely as possible. To promote the opportunity for Service Users to continue to live in the community for as long as possible, by providing care and support to individuals and families.

- To perform basic personal care tasks as outlined in the Service User's care plan
- To alert Senior Carers of any changes in the Service Users condition or circumstances
- To create and maintain effective working relationships with Service Users
- To develop good communication links with the usual carer or family member in the Service Users home
- To prepare and cook meals if outlined in the care plan. To undertake housekeeping, household cleaning and laundry duties as requested if outlined in the care plan
- To help with the purchasing of provisions to provide adequate, balanced and stimulating diet where necessary
- To comply with all policies and procedures of CommuniCare

- In general it is the duty of a Care Worker to undertake all care work with the sensitivity required to provide services in a way, which will preserve the dignity, privacy, choice, independence, fulfillment and rights of the Service User and his/her usual care/members of family
- When visiting service users, observe and report any changes noted in their condition, i.e. behaviour, mood, appetite, appearance or concerns within the home environment to the appropriate responsible person and take the appropriate action to address

Responsibility for People

- Care Workers have no direct responsibility for staff
- Care Workers should aim to ensure a safe as possible living environment for Service Users while respecting Service User's choice and rights
- Care Workers should ensure the Service User is not put at risk as a result of home care activities
- Care Workers may have to work alongside other care staff

Responsibility for Resources

- Equipment, protective clothing and uniforms are provided by CommuniCare
- Cleaning materials are supplied by the Service User or CommuniCare in accordance with CommuniCare policies and procedures
- Care Workers are responsible for the safe handling of property and equipment belonging to the Service User

Initiative

- Considerable amount of individual initiative may be required in the provision of care
- Care Workers have access to weekly supervision from Senior Carers

Physical and Emotional Demands

- Care work can be affected by the psychological demands from Service Users.
- Travelling by foot, public transport or persona: transport between Service Users in all weather conditions can be a physical demand for Care Workers
- Caring for a Service User with high needs can be both physically and emotionally demanding working Conditions

- Care Workers work in the homes of Service users, which may vary considerably in terms of structure, cleanliness, warmth and material standards
- On occasions Care Workers may be required to work with equipment provided by the Service User, which may be outdated.
- Care Workers must not work with equipment that is unsafe. Any equipment considered to be unsafe must be reported immediately to Senior Carers
- Care Workers work as part of a caring team liaising with agencies and other professionals as necessary
- Care Workers may be required to undertake any other tasks specified by line management relevant to the role and to the needs of the Service Users

Duty of Care

This is a legal term meaning that a Care Worker has a responsibility towards everyone they come into contact with to ensure they are not caused any harm. CommuniCare has a responsibility to provide training for Care Workers. Care Workers have a responsibility to attend training courses and to adhere to what they are taught. This training will provide knowledge enabling the provision of high quality care to Service Users, reducing the risk of harm to Service Users and Care Workers.

As with any social or personal care given by a Care Worker to a Service User, the duty of care is absolute and on no account must tasks be performed by Care Workers for which they have not been trained.