

HOME CARE SUPPORT WORKER – JOB DESCRIPTION

INTRODUCTION

The Home Care Service provides care and support to individuals or families in their own homes where by reason of infirmity, illness, incapacity or social problems, they are prevented from effectively undertaking various duties themselves. The aim is to prolong the independence of the Service User in the community.

POST OBJECTIVES

To provide care and support, including normal household tasks to individuals or families where, by reason of infirmity, illness, incapacity or social problems they are unable to undertake these responsibilities effectively the aim being to assist the Service User to remain independent in the community for as long as possible.

DUTIES AND RESPONSIBILITIES

1. To visit Service Users who are experiencing difficulties because of a variety of disability, whether this be due to physical disability, old age, mental disability or illness. There will be occasions when this will involve assisting in the care of children because of illness or social problems within the family and Home Care Support Workers will be expected to use initiative and act in emergencies.
2. To travel to Service Users as directed.
3. To carry out personal and caring tasks that are not the responsibility of a Nurse but which could normally be expected to be undertaken by a member of the family.
4. To encourage and motivate Service Users to maintain their independence within their limitations.
5. To report to the Registered Manager on the condition of the Service User particularly any significant change in the Service User's behaviour needs or circumstances.
6. To establish a relationship with the Service User by giving support to those Service Users under stress, having regard to the social needs of Service User's e.g. Combat loneliness and improve the quality of life for the Service User whenever possible.
7. To encourage to use special equipment provided and to assist Service Users, if authorised by the Registered Manager with the use of artificial limbs.
8. To contact a Doctor, Emergency Services or make appointments.
9. To participate in the Departmental Code of Practice in relation to the administration of medication.
10. To prepare and cook meals in the Service User's home.
11. To assist with the budgeting of household accounts, collect pensions, shopping and pay bills when this cannot be undertaken by others.

Review of this Procedure KP-HCSWJD02

Name: Paul Sanders

Date: 5th March 2009

Policy Review Date: 5th March 2010

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12. To write/read letters if required by Service Users.
 13. To assist in the cleaning of an exceptionally dirty home when required.
 14. To undertake domestic tasks to maintain a good quality of life which the Service User cannot carry out.
 15. To complete all administrative documents accurately.
 16. To attend meetings and report if necessary on the condition of Service Users.
- N.B This job description gives a statement of the general purpose of the job and provides an outline on the duties and responsibilities involved. It is not intended to be comprehensive and it does not constitute a contract of employment.

OPERATIONAL RELATIONSHIP

The Home Care Support Worker will be accountable to the Registered Manager through a Primary Response Support Worker and will be expected to carry out instructions to visit any Service User for whom help is considered necessary.

CONDITIONS OF APPOINTMENT

1. Payment of wages is by cheque or credit transfer through Lloyds TSB Bank.
2. The post holder will be required to give four week's notice in writing of his/her intention to terminate his/her employment.
3. The appointment may be subject to the satisfactory completion of a three months trial period.
4. Holiday entitlement will be the statutory entitlement.
5. The company is an Equal Opportunities Employer and welcomes applications, irrespective of race, sex, marital status, disability, religion, age, sexual orientation or political belief.

NOTES

- (a) Please note that receipt of your completed application form will not be acknowledged.
- (b) If you are not invited for interview within 30 days of the closing date for receipt of applications you may presume that you have been unsuccessful and the post has been filled.
- (c) Please do not enclose testimonials or references, as these will not be returned