

## JOB DESCRIPTION

### Home Carer

**Reporting to:** Co-ordinator / Home Care Manager

**Job Purpose:** To assist service users with all aspects of daily living

To maintain service user's personal, physical and intellectual independence  
To provide care and support in a way which maintains and respects the privacy, dignity and lifestyle of the person receiving care at all times  
To provide personal, domestic and social assistance as per care plan

### Main Responsibilities:

- Assist service users with personal care including getting in/out of bed, washing, dressing, grooming and undressing, as per individualised care plan
- Assist service users with all their toileting needs, including emptying catheter and colostomy bags, and promote continence when appropriate
- Provide domestic and social care including preparation of meals, housework and shopping, also escorting service users to and from their homes, in accordance with the contract and individualised care plan
- Provide all necessary assistance with service user's dietary and fluid intake, and report any changes or observations to co-ordinator/manager.
- Assist service user with the identification and taking of medication and record this in line with organisational and legal requirements
- Record all care provided in the appropriate documentation and inform co-ordinator/manager of all changes to health status
- Comply with all legislation and organisational policies regarding Health and Safety, Fire Regulations and other policies contained within the staff handbook
- Report all hazardous conditions, any faulty or defective equipment and security concerns immediately to co-ordinator/manager
- Ensure all activities are performed with highest regard for service user's property and comply with their wishes, needs and state of mind as assessed at each visit
- Maintain dignity, privacy and confidentiality at all times
- Undertake telephone log-in duties at start and end of call
- In the event of no telephone log-in complete timesheet correctly at the end of each visit, request signature from service user or their representative and submit this promptly to Organisation's office
- Report all suspected and actual incidents in accordance with the Organisation's Whistle Blowing policy on Safeguarding Adults
- Ensure full understanding of Personal Emergency Telephone and similar equipment and reinforce it's use to service user and their visitors
- Attend service users punctually and reliably, presenting a friendly and professional appearance as per dress code
- Represent the Organisation and it's image favourably to all outside contacts
- Attend all mandatory training as per Organisational policy, and other training, including staff meetings and supervisory sessions, as requested

This job description is subject to Organisational changes and demands and should be read in conjunction with the home carer person specification.