



JOB DESCRIPTION – CARE ASSISTANT

The following information is furnished to help Care 24-7 staff and those people considering joining the company to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
2. Staff must not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

Aims and objectives of Care 24-7 Ltd

Care 24-7 aims to provide high quality services to individuals who require assistance for any reason. Through our service we aim to promote and ensure quality of life for service users, according to their individual needs and to provide support for their families and carers.

Care 24-7 specialises in the provision of home care services, helping people to retain a level of independence in their homes. Our flexible, responsive services are closely based on individual need and risk, which we have ascertained through close consultation with the service user and their relatives.

What skills do you need

We employ capable and caring people whose approach is warm and friendly and are able to communicate well with service users, their relatives, colleagues and professionals. You must have patience and good listening skills.

You must be able to perform care tasks that may be personal and intimate in a sensitive manner whilst observing the privacy and dignity of the service user.

SUPERVISION/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Responsible to the Care Manager who will offer guidance and support daily. You are required to attend supervision with the Care Manager on a three monthly basis.

RANGE OF DECISION MAKING:

Responsible for reporting any concerns regarding service users or any work related concerns.

RESPONSIBILITY FOR ASSETS, MATERIALS:

Access and maintain confidential information relating to the service user.

Use equipment and protective clothing in accordance with legal and organisational requirements.

RANGE OF DUTIES:

1. The provision of personal care to service users which includes assistance or supervision with:
 - Getting up, washed and dressed
 - Getting ready for bed
 - Having a bath or shower
 - Going to the toilet
 - Hair and nail care, make-up, shaving, oral care
 - Support to take medication
 - Catheter care
 - Help with meal preparation including eating and drinking
2. The provision of practical care which includes which includes assistance or supervision with:
 - Respite for family carers
 - Shopping, collecting prescriptions
 - Collecting pensions and benefits
 - Paying bills
 - Laundry and ironing
 - Companionship on social activities and outings
 - Housework
3. Work in accordance to the policies and procedures of Care 24-7 and applying with legal requirements e.g. CQC & Health and Safety at Work Act.
4. Ensure that the care tasks detailed on the support plan are performed and report any concerns to a manager.
5. Work in partnership with your work colleagues, managers and other professionals
6. Ensure a safe working environment for yourself, the service user and your work colleagues and report any concerns immediately.
7. Complete simple statistical information and maintain records kept in the service user's home accurately.
8. Undertake any training or development programme in order to improve your personal skills.