
JOB DESCRIPTION AND SPEC CARE WORKER

JOB TITLE: DOMICILIARY CARE ASSISTANT

Responsible to: Agency Care Manager

Purpose of Position

To share with other staff in meeting the personal care needs of service users in a way that respects the dignity of the individual and promotes independence. Care provided by care assistants is expected to follow an agreed care plan and include care that would reasonably be given by members of the service user's own family and is not expected to include tasks that would normally be expected to be undertaken by a trained nurse.

Principal Responsibilities

- a) To assist service users who need help with any self-care task such as getting up in the morning, dressing, undressing, washing, bathing and the toilet.
- b) To help service users with mobility problems and other physical disabilities, including incontinence and help in the use and care of aids and personal equipment.
- c) To care for service users who are temporarily sick and needing, for example, minor dressings, bed nursing, help with feeding, etc.
- d) To help care for service users who are dying.
- e) To help in the promotion of mental and physical activity of service users through talking to them, taking them out, assisting them in activities such as reading, writing, hobbies and recreation.
- f) To make and change beds; tidy rooms; do light cleaning and empty commodes.
- g) To inspect, launder and mend service users' clothing.
- h) To set tables and trays; serve meals; feed service users who need help; prepare light meals and wash up; tidy and clear the dining area.
- i) To answer, the door and the telephone where needed and greet any visitors.
- j) To read and write reports of tasks undertaken and outcomes achieved
- k) To take part in staff and service users' meetings and in training activities as directed.
- l) To perform such other duties as may reasonably be required.
- m) To comply with the agency's guidelines and policies at all times.
- n) To report to the agency manager any significant changes in the health or circumstances of a service user.
- o) To encourage service users to remain as independent as possible.

In general it is the duty of the post holder to undertake all care work with the sensitivity required to provide services in a way, which preserves the dignity, privacy, choice, independence, fulfilment and rights of the Service User.

THIS POLICY WAS REVIEWED AND UPDATED ON: [01/05/2017](#)

[Next Update – 01/05/2018](#)

Person Specification — Essential Criteria

The following personal attributes are considered essential to the post of care worker:

Experience or understanding of care provision.

Key requirements

- To attend appropriate training courses.
- To adhere to all company policies, procedures and systems.
- To attend all rostered Service User calls to permanently assigned Service Users.
- To be able to understand and cope with emergency situations.
- To be able to liaise effectively with office staff, Social Workers and Service User family members.
- To be able to maintain high standards of care provision.

Key Skills

- Excellent communication skills.
- Sound understanding of good care principles.
- Good organisational and planning skills.
- Ability to cope with pressure.
- Even-tempered and patient.
- Ability to cope with change.
- Ability to display empathy and warmth
- Good team player with the ability to work on own initiative

Qualifications

NVQ Level 2 in care or working towards QCF Diploma.

In addition, all staff is required to:

- respect the confidentiality of all matters that they might learn in the course of their employment.
- respect the requirements under the Data Protection Act 1998
- ensure that they are aware of their responsibilities under the Health and Safety at Work, etc. Act 1974.
- Work within any other legislation that may be in force from time to time