



JOB DESCRIPTION

Title : Carer Domiciliary Care Team

Hours: Full time / Part Time

Responsible to: Registered Manager

Job Summary/Main Purpose

The purpose of the care provided by a Carer is to provide professional care to service users living in their own homes, assisting with a range of tasks essential to their life.

The post requires staff to be available to work weekends and bank holidays on a rota basis.

Main Duties/Responsibilities

- To assist with medication, housekeeping and shopping
- To carry out documented tasks based on assessed needs and contractual arrangements
- To work within the professional boundaries and governing bodies, external regulators and legislations
- To work as an effective and integral member of a forward thinking team, providing a responsive and needs led service.
- To build positive relationships with service users, families and management
- To work within a defined boundary of expertise appropriate to the tasks required to meet assessed need.
- To carry out duties of care for service users, as detailed in Personal Plans
- To manage workload in a time bound fashion, as directed by the 4 weekly rota
- To be aware of Adult Support and Protection guidance and, where necessary, immediately inform Manager
- To monitor and review the person's care needs, and report changes to the care plan immediately to the Manager

- To work directly with service users with a higher level of risk and complex needs, carrying out specific tasks and activities under the direct supervision of a professional who continues to hold and take overall responsibility for the case
- To support and report to the professional when changes occur that are outside the scope of their responsibility.
- To maintain appropriate records and record relevant activities/actions as per departmental and statutory guidelines.
- To commit to a working pattern dictated by needs led services.
- To participate in different services across Unique home care NI Ltd
- To report equipment requirements and deterioration in health to management without delay
- To demonstrate and explain the use of equipment, and to communicate this effectively to clients and/or carers.
- To work in partnership with colleagues within the organisation and in external agencies.
- Any other duties as deemed necessary by Unique home care NI Ltd.

Health & Safety

- Report any 'no access' visits, or changes to service user's condition and report to Operational Manager immediately.
- Report any "risks" identified (Physical and Environmental)
- Promote safe working practice at all times.
- Report all incidents to Operational Manager

Training & Development

- Attend all mandatory training as directed by the Manager
- Attend staff meetings when required.
- Adhere to the standards and codes of conduct laid down by the Northern Ireland Social Care Council (NISCC)

General Responsibilities

- Ensure records are recorded and kept up to date in accordance with standards.
- Maintain high level of attendance.
- Maintain a flexible approach to your rota which may require to be changed at short notice.
- Follow the company's procedures in regard to 'out of hours'.

Personnel Specification

Job Title: Carer

	Educational Qualifications & Experience
<i>Essential</i>	Ability to carry out personal care, assist with basic daily living tasks, housekeeping etc, within the allocated timeframe Ability to manage own time and workload Ability to work unsupervised and use own initiative Ability to record and report accurate, legible and complete information Full driving licence and use of car for work NISCC registration or willingness to apply on appointment
<i>Desirable</i>	NVQ Level 2 in social care or willing to undertake this in the future

February 2018