



JOB DESCRIPTION

Job Title	Care Worker
Responsible to	Care Team Manager
Responsible for	None
Post Objective	To provide a range of services as a member of a care team which is designed to provide a homely and caring atmosphere where the residents' quality of life is maximised.

SUMMARY OF MAIN RESPONSIBILITIES

1. To contribute to the creation of a pleasant environment by undertaking a variety of care and housekeeping duties whilst promoting the dignity, privacy and encouragement of independence of residents.
2. To provide quality care by attending to residents' physical and personal needs including washing, dressing, bathing, toileting, feeding and any other personal needs.
3. To listen to and respect the individual's rights to privacy and dignity at all times; to help each individual overcome any anxieties and to enjoy the facilities of the Home whilst retaining as much of their own independence as possible.
4. To encourage contacts with friends and family, activities in the community and personal shopping.
5. To undertake the key worker function, as stated in the key worker's guidelines, under the general guidance of the Care Team Manager.
6. To help with the preparation and serving of meals and other appropriate domestic tasks as necessary, within the guidelines of the Hygiene Regulations.
7. To help with basic housekeeping duties such as making beds, care of linen/laundry and clothing and tidying residents' rooms in order to maintain a high standard of cleanliness throughout the Home, in accordance with the guidelines on the use of cleaning materials and equipment.
8. To participate in staff meetings, training and development and staff supervision.
9. To comply with all standard procedures concerning the residents' health and welfare.
10. To work under the supervision of the Care Team Manager to attend to the physical and personal needs of customers.
11. To promote the dignity, privacy, and encourage the independence of residents.
12. To identify and meet the social, emotional and cultural needs of residents and participate in the organisation of social and recreational activities.
13. To contribute to the preparation and review of individual customer's care plans.
14. To assist with the distribution of medication in accordance with the standard procedures, under the general supervision of the Care Team Manager.
15. To undertake any other duties, depending on skills and competency, to enable the efficient running of the Home.

Permanent staff will be offered the opportunity and will be required to undertake NVQ training.

PERSON SPECIFICATION

Job Title Care Worker
Department Care Homes
Line Manager Care Team Manager

		ESSENTIAL (E) DESIRABLE (D)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> o Trustworthy and able to deal confidentially with Residents' and business information. o Have a passion to care for older people and be acutely aware of their needs. o Ability to use own initiative. o Ability to work as an effective team member and able to prioritise tasks. o Ability to communicate effectively in writing and verbally with team members, residents, families and other professionals. o Ability to relate positively to residents, team members and relatives with regard to their circumstances, gender, cultural and ethnic background. o Ability to listen effectively and give accurate verbal reports to team members. o A positive attitude to residents' rights. o A respectful and flexible approach to dealing with residents' personal care needs. o A very flexible approach to working hours and able to work weekends and other unsociable hours. o Physically fit to carry out work involving moving and handling residents and attend for work on a regular basis. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
KNOWLEDGE	<ul style="list-style-type: none"> o Good level of literacy and numeracy skills. o NVQ2 in Care or willing to study for it. o Willing to follow mandatory training programme. o A good appreciation of the needs of older people and their families. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p>
EXPERIENCE	<ul style="list-style-type: none"> o Previous experience in a caring role. o Experience in communicating with people living with dementia 	<p>D</p> <p>D</p>
PERSONAL	<ul style="list-style-type: none"> o Committed to own professional development o Neat and tidy in appearance. o Over 18 years of age. 	<p>E</p> <p>E</p> <p>E</p>