***-Comficare Ltd-***

www.comficare.co.uk

*Comficare Ltd is a CQC registered independent company established in 1990 serving people in the North Devon community.*

**Job Specification**

**Community Care Worker**

Reporting To:

Registered Manager

Supervisors

**Main Responsibilities:**

Assist adults to remain independently in their own homes by providing personal care & support out in the community.

**General Duties**:

Personal care, to include assistance with:

Washing/bathing

Toileting

Teeth/denture cleaning

Dressing

Feeding

Emptying catheter or night bags

Emptying and cleaning commodes

Support, to include:

Assistance with medication

Companionship

Shopping

Cleaning/setting/lighting fires

Meal preparation

Light housework

Dog walking

Any other duties: To keep up to date with all Policies & Procedures

To participate in the Company Training programme

To attend staff meetings as required.

To have flexibility to cover work at short notice as required.

**Confidentiality:**

Disclosure of privileged and confidential information to unauthorised persons constitutes gross misconduct and may lead to dismissal. This applies to any information of clients and their associates/representatives, relations, staff or other people connected to the business and Company business.

**Professional Conduct:**

At all times, whether on or off duty, you will behave in a proper and professional manner that promotes a positive image of Company business. You will not at any time, on or off duty, talk about the Company in a derogatory manner or behave in such a way that is detrimental to the business.

This job description is not intended to be a complete list of duties and responsibilities but is a guide to the job, which may be reviewed.

**Hours of work:**

Various hours between 7am-10pm (although this sometimes varies), in the Bideford/Barnstaple/Torrington areas sometimes on a split shift basis. Alternate weekend and bank holiday working required.