

## CARER

### JOB DESCRIPTION

#### Job Summary

Our carers provide essential care and support to our clients in all aspects of their daily life.

The overall purpose of the role is to provide a high quality and person centred service that responds to the needs and preferences of the client, enhances their quality of life and promotes independence. A carer's role can involve a wide range of tasks, such as promoting independence whilst supporting individuals with their personal care routines, promoting a persons' social and emotional wellbeing, and assisting with practical household tasks.

#### Workplace values

All staff will need to demonstrate a commitment to NEDCare's core values;

- Respecting and recognising each client as a unique individual with their own preferences.
- Promoting independence and empowering people to live their own lives, in their own homes, in the way that they choose.
- Respecting the dignity and choices of each client.
- Working safely at all times.
- Promotion of good health and wellbeing.
- A commitment to learning and development.
- Handling personal information confidentially at all times.
- A commitment to honest, open and positive team working, to support continuous improvements in service delivery.

*These values are explained in more detail in the Staff Handbook and via the staff induction process.*

#### Job Description

- To work sensitively with clients to build professional and trusting relationships that promote their dignity, independence, choice and control.
- To support each client with tasks according to their individual care plan, and to maintain accurate daily records, reporting observations and/or concerns to the Ops Support team. Such tasks can include;
  - Support with getting up and going to bed.
  - Support with personal care (which may include bathing, showering, washing, grooming, shaving, nail care (not toenails), toilet support and dressing/undressing.
  - Support with skin care including application of creams, monitoring of conditions and use of topical medication as directed.
  - Support with higher level mobility needs.
  - Planning and preparation of meals and providing support with eating and drinking.
  - Assisting with medication, e.g., via prompts and reminders.
  - Helping clients to access the community, offering conversation, companionship, social and emotional support.
  - Collecting prescriptions and/or shopping.
  - Support with daily mild exercise (including promotion of any professionally recommended programmes e.g from a physiotherapist.)

- Support to enable to people to participate in daily activities of their choice – whether at home or in the community.
- To promote client involvement in shaping and monitoring services, so they have real choice and control over the service they receive.
- To contribute to regular reviews of client support
- To travel between visits as required in own private transport. (Travel time and mileage between visits are paid.) You must be a confident driver on the roads and lanes of North East Dartmoor.
- Carers will be lone working in clients’ houses, in most cases.
- In some circumstances, to provide professional support to people whose behaviours may be challenging.

In addition to any of the above support tasks, appropriately experienced and trained Care Staff may additionally be required to complete any or all of the following;

- Contribute to care planning processes.
- Support individuals with complex care requirements. All required specialist training and support will be provided.  
Catheter / stoma care and other specialist care procedures. Staff will only undertake these duties once trained and deemed competent by a relevant professional.

For all positions, staff will be required to undergo an enhanced Disclosure and Barring Service (DBS) check of any pre-existing criminal record or barring from working with vulnerable adults or children.

## PERSON SPECIFICATION

Attributes, skills and Experience	<u>Essential</u> or <u>Desirable</u>	<u>Evidenced at</u> <u>Application</u> and/or <u>Interview</u>
● Caring, patient, empathetic and friendly with good interpersonal skills.	E	A & I
● Strong commitment to the concepts of respect, dignity and empowerment in social care.	E	A & I
● Good awareness of safe working and risk management.	E	A & I
● Ability to understand and follow detailed written guidance.	E	A & I
● Ability to record written information effectively (adequate literacy skills.)	E	A & I
● Co-operative approach to working with others.	E	A & I
● Ability to adapt communication style to individual needs.	E	A & I
● Positive attitude to learning, takes responsibility for own professional development and willingness to undertake training where required.	E	A & I
● Willingness to work positively to support the development of the organisation and to create a culture of continuous improvement and excellence.	E	A & I
● Understanding of concepts around equality and diversity.	D	I
● Understanding of concepts around professional boundaries.	D	I
● Understanding of, or willingness to learn about, the Mental Capacity Act and issues around consent, choice and control.	D	I
● “Care Certificate” qualification or willingness to study.	D	A & I

<ul style="list-style-type: none"> <li>• Health and Social Care Diploma (formally NVQ) qualification at L2 or equivalent. (If not attained, willingness to study for this qualification.)</li> </ul>	D	A & I
<ul style="list-style-type: none"> <li>• Own, reliable transport with current driving licence, tax and business insurance.</li> </ul>	D	I
<ul style="list-style-type: none"> <li>• Willingness to work some unsocial hours - evenings and weekends.</li> </ul>	D	A & I
<ul style="list-style-type: none"> <li>• Willingness to work alone with respect to the NEDCare Lone Working policy.</li> </ul>		

Candidates must fulfil all the essential criteria, marked 'E.'