**JOB DESCRIPTION**

**Job Title:**  Live in carer

**Responsible to:** Registered Manager

**Accountable to:** Registered Manager

**Purpose of the Role**

* To enable a person to live safely and happily in their own home in the knowledge that there is always a person to call on who will ensure they are protected from harm and can meet their assessed needs.
* To be part of a care team, whose aims are to ensure that the person’s individual, personal, domestic and social needs are met on a daily basis.
* Care provided by Live in carers is expected to include care that would reasonably be given by members of the person’s own family and will not include tasks that would normally be undertaken by a trained nurse.
* To share with other Live in carers in meeting the personal care needs of people in their own home in a way that respects and maintains the dignity of the person.
* To help promote independence and choice for the individual in line with their written and agreed plan of care.
* To at all times adhere to the policies and procedures of the organisation.
* It is the responsibility of all staff members to ensure that they read and fully understand these policies and procedures before taking up appointment.

**Responsibilities**

* To keep the person safe from harm and to meet their assessed needs
* To deliver care within the person’s home. To carry out care and other tasks as specified in the individuals care plan to a high standard, in accordance with company policies and procedures.
* To assist people who need help with all aspects of personal care, dressing, undressing, washing, bathing and toileting needs.
* To care for people who are temporarily sick and needing, for example, bed nursing, help with feeding etc.
* To provide palliative care where applicable in line with the person’s agreed care plan.
* To assist/prompt medication.
* To help people with mobility problems and other physical disabilities, including incontinence and help with use of care aids and personal equipment.
* To make and change beds, tidy rooms, do light cleaning and empty commodes.
* To help in the promotion of mental and physical activity of the person through talking to them, taking them out, sharing with them in activities they enjoy such as reading, writing, hobbies and recreations.
* To read and write reports, and take part in staff meetings and in training activities as directed.
* To encourage people to remain as independent as possible.
* To assist people to reach outcomes which are agreed with appropriate persons such as family.
* To undertake regular supervision and observation sessions and under guidance from management and health care professionals, take actions to enable the person to carry out as much independent self-care and other activities as possible.
* To report your line manager any significant changes in the health or circumstances of a person in your care.
* To be aware of steps to take in line with safeguarding vulnerable adult policies should an allegation of abuse be made to you or if you witness any type of abuse.
* To have an understanding the meaning of Whistleblowing.
* To strictly maintain confidentiality at all times regarding a person’s particulars.
* Where appropriate, under guidance of your line manager, liaise with the person’s relatives, GP and other health care professionals contributing to the care of the person, in order to promote good communication, continuity of care and quality of service.
* To take part in training as required by your line manager to improve personal skills and knowledge.
* To use your own vehicle to travel to the person’s home, to ensure that this is suitably insured and well maintained.
* To comply with the Notaro Live in Care guidelines and policies at all times.
* Promoting anti-discriminatory practice throughout your work and maintain equality and diversity throughout the work force.
* To perform such other duties as may be reasonably required.

**Essential Criteria**

* Must be prepared to train and complete N.V.Q or QCF qualification.
* Must be prepared to attend such training sessions as are deemed necessary by the management.
* A resilient character capable of living away from home and dealing with a variety of different people and situations.
* Must have demonstrated the ability to work both as a team member and on own initiative.
* Be a confident cook and be willing to cook healthy and nutritious meals for people in their own home and have an understanding of the importance of a well balance diet.
* Have the legal status to work in the UK with a translated police or criminal record check in country of origin or last residence.
* Must demonstrate a loyalty, flexibility and commitment to the Live in Care.
* Be flexible, caring and sensitive to the needs of others.
* Good communication skills with an acceptable standard of verbal and written English. Ability to keep clear records and report issues as required.
* An ability to respect confidentiality, dignity and privacy of clients.
* Be capable of running a household with efficiency.
* Ability to respect and accept individual opinions, preferences and decisions in relation to the company, persons and their families.
* Be able to carry out any other necessary duties as agreed with Directors\operations team.
* All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.**

I acknowledge the receipt of the above job description:-

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once signed, kindly return to the Live in Care Office.

One copy will be retained in your personnel file and the other is for your personal reference.