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**JOB DESCRIPTION DOMICILIARY CARE WORKER**

**ROLE: Domiciliary Care Worker**

**RESPONSIBLE TO: Registered Manager, Care Co-Ordinator, Supervisors**

**SUMMARY OF DUTIES:**

* To meet the physical, emotional, and social care needs of the service users in a way that respects the dignity of the individual and promotes independence.
* To help service user’s stay in their own homes for longer by delivering outstanding, person-centred care.
* To create and maintain appropriate, good, professional relationships with service users, their family and friends, and other stakeholders.
* To always support other Domiciliary Care Workers within the team.
* To adhere to and perform to all regulatory and statutory obligations, and Inspiring On policies, procedures, and guidelines.
* To promote a positive, personal, and professional profile, always ensuring the good reputation of Inspiring On is maintained.

**JOB RESPONSIBILITIES:**

* To provide personal care and support to service users with a wide range of needs, illnesses, and disabilities.
* To undertake the activities detailed in the service user’s care plan using a person-centred approach and in the least intrusive way.
* To ensure that all service users understand the care and treatment choices that are available to them.
* To know the arrangements in place for obtaining and acting in accordance with the consent of the service users.
* To know and understand the care and support of individual service users.
* To encourage independence and motivation of the service user and not encourage dependent behaviour.
* To provide input into the care plans by establishing personal rapport with service users, and regularly feeding back to the branch team.
* To assist service users to wash, bathe, and shower.
* To assist service users to dress and undress.
* To assist service users to look after their skin, teeth, hair, and nails.
* To assist service users with toileting, continence management, and personal hygiene.
* To assist with service users’ medication at the agreed level of support.
* To prepare food and drink for the service user, being aware of the service user’s choice, likes/dislikes, nutritional needs, and cultural requirements.
* To provide light, general household domestic duties, including housework and laundry, as detailed in the care plan, or instructed by management.
* To use manual handling equipment safely and correctly.
* To help service user mobility around the home and in the community.
* To take responsibility for the safe handling of property and equipment belonging to the service user.
* To maintain good communication and develop effective working relationships with service users.
* To provide companionship to the service user, actively talking and listening to them about their interests.
* To help the service user to maintain contact with their family and friends.
* To collaborate with other health and social care professionals to provide the best possible care.
* To accompany the service user on trips into the community, including attending appointments.
* To assist the service user run errands such as grocery shopping or picking up prescriptions, as detailed in the care plan.
* To ensure the living environment for the service user is as safe as possible, whilst respecting the service user’s choice and rights.
* To report any concerns to your line manager relating to significant changes in the service user’s health and support needs.
* To attend supervision, annual appraisal, and team meetings with he Registered Manager and use this to inform your Personal Development Plan.
* To undertake all training, both online and face to face, relevant to your role or specific service users within the agreed timeframes, including induction and annual refreshers.

**RECORDING AND REPORTING RESPONSIBILITIES:**

* To maintain detailed, accurate records in respect of care and medication support given and activities undertaken.
* To regularly read care plans and acknowledge changes.
* To keep legible, accurate, and detailed records in line with Inspiring On policy and regulatory requirements.
* To understand and comply with both Company and legislative requirements regarding confidentiality and data protection.
* To promptly report to the branch or out of hours service any issues concerning care, support, wellbeing, or behaviour of the service user and update records accordingly.
* To continue to monitor where concerns have been reported and recorded.
* To recognise the signs of abuse and immediately report abuse or suspected abuse to a manager.
* To report any complaints to the branch or Out of Hours.
* To inform your line manager if you have trouble getting to your scheduled visit at the agreed time.

This job description indicates the main duties and responsibilities of the role and is not intended to be an exhaustive list.