



Westhope Ltd JOB DESCRIPTION

Post:	Care Worker
Accountable to:	Home Manager and Deputy Manager
Hours:	Our Care Homes work on a shift basis. Early shift: 0700 – 14.30. Late Shift: 13.30 – 21.00. Night Shift: 20.45 – 07.15 (day staff are not required to work night shifts)
Salary:	Starting at: £12,500pa (£6.41ph) Completed NVQ Level 2 - £13,000pa (£6.67 ph) Completed NVQ Level 3 - £13,500pa (£6.92ph) <i>No enhanced rates for weekends, bank holidays and nights.</i>
Purpose:	To support and assist Service Users in all aspects of their daily lives. To ensure they receive a high standard of physical, emotional and social care

Responsibilities

Administration

- The post holder will be expected to assume a level of responsibility designated by the Home Manager.
- To develop a full knowledge and understanding of administrative procedures appropriate to the Service Users.
- Ensure that all recording are made in relation to all Service Users e.g. daily recordings, monthly reports, reviews and care plans.
- To be aware of the Care Quality Commission (CQC), it's role and the minimum standards and regulations.

Service Users

- Undertake the role of Key Worker for specific Service Users as directed by the Home Manager
- Participate in day care activities for the Service Users
- Participate in assessing and planning to meet the individuals needs with support from the Home Manager and Deputy Manager
- Assist the Service Users with their individual care plans and help them to achieve their goals
- Participate in review meetings to effectively plan for a positive future and develop realistic care plans
- Provide a high level of dignity, respect and value to the Service Users in all areas of contact.

- Respect the Service Users personal wishes, choices, space and possessions. Have due regard to the level of disability of all Service Users and respect their individuality.
- Develop community awareness showing a level of commitment and initiative forming links with community facilities to enable the Service Users to develop their potential in all areas.
- Undertake a training and educational role with Service Users either on a group or individual basis as part of their on-going programmes of care and development.
- Identify and action any Service Users needs with regard to GP, Dentist, Chiroprapist etc. and support the Service User if requested, to attend the appointments. Record accurately of these appointments.
- Assist and support Service Users in their personal care where appropriate.
- Administer medication where appropriate, in line with Westhope Ltd's medication policy.
- Undertake tasks of a domestic nature e.g. cooking, cleaning, shopping etc.
- Maintain confidentiality at all times.
- Report all accidents and incidents or other health hazards to the Home Manager and in accordance with Westhope Ltd's policy.
- Develop and maintain professional relationships with Service Users relatives, friends, outside agencies and other professionals.
- You will be expected to drive / escort Service Users as appropriate.

General

- To attend and participate in regular supervision sessions and individual personal reviews with the Home Manager and / or the Deputy Manager and attend regular staff meetings.
- You will be required to attend in-service training programmes.
- To be aware of and work within Westhope Ltd's policies and procedures including the regulations of the Health and Safety at Work Act.

This list is not exhaustive but is a guideline to indicate the main areas of responsibilities. You may be required to undertake other duties determined by the Home Manager

Jan 2010