JOB DESCRIPTION
Home Care Assistant
01274689944

This job description is a statement of the core duties of the Home Care Assistant, but it is not an exhaustive list. The Company may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.

Job Purpose

The role of the Homecare Assistant is to provide social care support to individuals in various settings within the community.

Home Care Assistants operate as part of an integrated team to promote the wellbeing and independence of Clients who may, by following an agreed support plan, avoid admission to hospital or long-term care.

Homecare Assistants are required to:

• Uphold the rights, choice, and dignity of Clients.
• Ensure Lilies Home Care Ltd policies and procedures are followed, at all times.
• Ensure Care Quality Commission (CQC) standards are met for Clients.
• Deliver a high-quality care service without discrimination

Accountability

The post-holder is accountable directly to the Care Supervisor.

Main Tasks and Duties

1 Independence and Self Care

Provide personalised support in a sensitive and confidential manner, to individuals and families according to their personalised support plan.

- Understand and follow care plans, seeking clarification from the supervisor if necessary.

- Participate in monitoring and review of Clients' care plans.

- Promote self-care and self-management to achieve a maximum level of independence, which may include:
  - Provision of support to re-learn or find new ways of maintaining independence.
  - Assistance with Clients mobility, feeding, washing, bathing, and dressing.
  - Assistance with domestic care tasks such as laundry, ironing, and household cleaning.
  - Preparation of food and drinks, kitchen cleaning and hygiene.
  - Assisting Clients to attend appointments, go shopping, collect pensions etc.

- Provision of emotional support, and support to increasing Clients' confidence and motivation.

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- Assist with the use of existing equipment to promote independence, and provision of access to specialist equipment or technology as appropriate.
- Administer medication in accordance with Company policies and procedures.
- Assist Clients with self-medication as appropriate, such as eye and ear drops.
- Assist Clients with rehabilitation activities i.e. to improve walking or general activities of daily living.
- Liaise with other health and social care professionals on the progress of rehabilitation programmes i.e. observing, recording, and reporting on changes in a Clients physical and/or emotional condition.
- Undertake tasks to support and offer respite to Clients carers, i.e. sitting services.

2. Communication

- Assist the Supervisor by communicating all information to ensure Clients needs are met.
- Work in partnership with all members of the multidisciplinary team and report any changes in a Clients mental or physical health, or social conditions, to the relevant professional.
- Ensure that concerns around safeguarding issues or equality and diversity are reported in line with Company procedures.
- Report any serious incidents or accidents to the management team, following Company procedure.
- Report any hazards or potential hazards that impact on the safe delivery of care to the management team, in line with Company procedure.
- Report to the Supervisor or other relevant professional any concerns, complaints, or suggestions for improvements highlighted by Clients and/or their Carers.
- Maintain clear, concise, and legible Clients records, according to Company policy and procedure.
- Use the Company's 'On Call' system for additional support if required, in accordance with Company guidance.
- Ensure that all computer security procedures are followed, if applicable.
- Always act in a manner which respects the confidentiality of Clients, staff and any other involved parties.

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3. Other Duties

- Treat all staff equally, fairly, and respectfully in all aspects of the role.
- Carry out any other reasonable duties as dictated by the needs of the service or as identified by the Registered Manager

Training and Development

- Attend and participate in the health and social care worker training programmes, both in-house and external to achieve the specified level of competency.
- Prepare for, attend, and participate in regular supervision and appraisal meetings with line managers.
- Demonstrate a commitment to personal development.
- Attend general meetings as required.

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