

## **JOB DESCRIPTION**

**POST: HOMECARE WORKER**  
**REPORTING TO: MANAGER/DEPUTY/TEAM LEADER**

**DATE: NOVEMBER 2017**

### **1. The Aims of the Service**

To maintain a home based support service to adults with disabilities and/or illness living in their own home, whether alone or within a group or family and to provide relief for relatives or friends who look after them.

#### **The service aims to:**

- a) Improve the quality of life for physically/mentally disabled or ill Service Users.
- b) Uphold the dignity of each individual and preserve their independence and utilise his/her own skills, whenever possible.
- c) Give personal care and practical support similar to that which would be given by a caring and well informed relative.
- d) Provide relief and support to those who normally care for the Service User.

### **2. Responsibilities**

- To engage in effective communications with the Service User and ensure they have control of their service.
- Homecare Workers are responsible to each Service User they visit and for the efficient conduct of the duties they perform, in accordance with the Service Users choices, their service plan and company policy and procedures.
- To maintain the utmost confidentiality about the Service Users affairs, except in changes in a Service Users condition or circumstances, or any problem relating to the care required.
- Any accident or incident occurring during a visit must be reported immediately to the Manager.
- Seek to uphold the Service Users dignity, preserve their independence and motivation and to understand the stresses, frustrations and embarrassments which some suffer and the effect this may have on their acceptance of help as well as on their families.
- To report any concerns or observations made, to ensure the safety and wellbeing of each Service User is safeguarded.

### **3. Practical Duties**

Duties may include the following:

- a) Dressing and undressing Service Users.
- b) Assisting the Service User to wash/shower.
- c) Helping with the toileting and ensuring personal hygiene.
- d) Care of hair, nails and feet.
- e) Care of mouth, teeth, eyes and nose.
- f) Helping in and out of beds and wheelchairs, using hoists where available.
- g) Care of pressure areas, including changing of position in bed or chair, as required.
- h) Emptying commodes, as necessary.
- i) Making beds and changing linen.
- j) Feeding Service Users who are unable to feed themselves.
- k) Cooking and preparing meals.
- l) Keeping a Service Users home clean and tidy.
- m) Undertaking essential laundering.
- n) Undertaking essential shopping with or for a Service User. (Receipts must be obtained for all purchases)
- o) Collecting pensions and paying bills, as required.
- p) Writing letters for Service Users.
- q) Undertaking light household tasks.
- r) Traveling between Service Users homes, so a form of independent transport is required.
- s) Any other duties applying to an individual Service User, as may be directed by the Manager.

### **4. Training and Supervision**

All newly appointed Homecare Workers will be required to undertake the Company Induction Programme leading to The National Care Certificate. All staff are fully supported in their roles and regular supervision is given in the workplace. All staff are offered the opportunity to undertake their Level 2/Level 3 Diplomas in Health and Social Care and the Company supports the progression of each Worker. Homecare Workers will be required to attend ongoing training and refresher courses as arranged by the Manager, as well as any meetings which may be arranged by the Manager.

### **5. Working Hours**

It is necessary for the service to fit in with the Service User's needs (not the other way round) and Homecare Workers may be asked to work at any time of the day, including early mornings and evenings and on any day of the week, including Saturdays, Sundays and Public Holidays.