



COMPASS CARE HOMES LTD

Care Worker – Job Description

JOB TITLE
LOCATION

Care Worker
South Park

PURPOSE OF THE POSITION South Park provides care for people with a learning disability, providing support for ordinary actions in everyday settings. They will support people with personal care, individualised choices and to help people plan in a person centred way.

DUTIES:

General It is expected that staff will carry out duties in a professional manner at all times. Consideration should be given to the various duties expected and dress and act accordingly.

Client

Clients are encouraged to reach their full potential. Support should be offered according to their individual ability within the certain areas being addressed. Whilst it is critical that the client maintains their independence, the level of independence and achievement of the task, should be assessed and care provided if support is required.

- To provide all aspects of personal care, Care may be required with clothing, bathing, eating or drinking, keeping clothes tidy, medical needs etc.,
- Carry out all action that is necessary to assist the client achieve their ambitions.
- To escort and attend health appointments, keeping details of the complaint, problem and subsequent treatment, to pass on to others. Also to make appointments as required.
- To escort clients on social trips. i.e. shopping, outings, holidays etc.,
- Organise activities according to clients preferences

House

It is intended that the clients will be encouraged to be involved with all activities related to running a home. It is therefore expected that staff will carry out these duties whilst encouraging client participation. Staff should ensure that the task is carried out fully and in a safe manner.

- To assist in the general cleaning of the home
- To prepare meals and snacks as required by the clients
- To shop for the weekly groceries or various items as required
- To carry out duties of washing, ironing and general clothing repairs
- To maintain household equipment and report faults
- To maintain garden, whilst promoting client involvement

Administration

It is necessary for the smooth running of the home and client welfare, that good communication and administration duties are carried out and maintained.

- To read the diary when arriving on duty, to check for any appointments or instructions
- To keep the clients file up to date, recording any incident or notifiable event
- To keep a record and account for any money spent.
- To assist the clients send cards or letters
- To assist in the formulation of Care Plans and carry out action accordingly.

Liaison with the Team

- Attend and contribute to staff meetings
- Attend and contribute to care planning meetings
- Liase with the Management and colleagues about individualised support plans
- Liase with other professionals, carers and family members, as required

Miscellaneous

- Duties must be carried out at all times in compliance with the Equal Opportunities Policy
- Due care must be exercised at all times in relation to the health & safety of yourself, others and resources whilst at work.
- Duties must be carried out at all times in compliance with the Policies & Procedures, due care must be exercised at all times.
- It is your duty not to act in a prejudicial or discriminatory manner towards any client, employee or other person that you have contact with during the course of your duty, this includes people from ethnic minority communities, women, disabled or older people, lesbians or gay men. If others display this practice or behaviour then it should be challenged or reported
- To co-operate with management requests to carry out any other duties as are deemed to be required

RELATIONSHIPS

The post-holder is responsible to the Management of Compass Care. The Manager primarily has responsibility for care and welfare of the clients and matters of care within the home, general staffing issues and household duties. In addition there is a major responsibility for staff training, administration and development. The Manager works in close conjunction with the Owner and the owners wishes.

WORKING HOURS

Whilst there is a fixed hour contract, (i.e. 20 hours per week), the hours are not pre-determined and need to be flexible to meet the needs of the clients and the home, (i.e. one week may be 24 hours and the following 16 hours). The duties are pre-dominantly weekend, evenings and early mornings. Escort duties for day-trips and holiday duties are also required. These will be worked out and staff will be informed of the duties that are required to work a fortnight in advance.

SOCIAL CONDITIONS

Whilst promoting the clients to lead an independent and normal life-style, trips into the community can be difficult due to poor facilities, resources or understanding. Therefore it is hoped that staff will find ways to overcome these difficulties.

SALARY

The post-holder will be paid four weekly by credit transfer. Hourly rates shall be reviewed following a successful probationary period and then annually.

MEALS

Drinks and meals taken within the course of the duties are provided free.

PERSONALITY TRAITS

This post depends a high level of commitment, enthusiasm and the ability to use your own initiative. Not only do you need to be able to motivate yourself but you need to be able to motivate the clients. The ability to balance the house keeping duties and client care duties is critical and being able to prioritise essential. Good time-keeping and communication skills at all levels are necessary.

RELEVANT CRITERIA

Must be willing (or already have achieved) to achieve the Common Induction Standards
Demonstrate an awareness of issues arising from working/living in a multi-ethnic society
Ability to communicate and liaise effectively, verbally and in writing
Demonstrate a positive and appropriate attitude towards people with learning disabilities
Demonstrate an ability to work as a member of a team
Willing to undergo further training

DESIREABLE

Previous experience working with Learning Disabilities
Possession of a full and valid driving licence