

JOB DESCRIPTION - DOMICILIARY CARE WORKER

JOB TITLE: Domiciliary Care Worker

ACCOUNTABLE TO: Domiciliary Care Services Manager / Supervisor

RESPONSIBILITIES:

1. To provide a Service of Care to service users to enable them to lead as independent a lifestyle as possible. This Care Service will involve a programme of personal care and household management that is personalised for each service user in the form of a Care Plan. Care duties will therefore include assisting the service user with the following activities and in so doing will at all times observe and respect the service users's dignity, privacy and independence as far as practical:

1.1 Personal Care:

- Supporting/ Prompting/ preparing the service user for Day Care/ School/Colleges or trips out.
- Prompting / supporting and reminding service users with washing / bathing / showering /cleaning teeth.
- Support with aspects of personal hygiene.
- Assisting with the use of Aids to Daily Living / Rehabilitation Aids, as required.
- Helping with rehabilitation programmes, as prescribed by Healthcare professionals.
- Day /evening /night, including waking and sleep-in shifts, as required. 24 hour Support.

Healthcare – prompting and assisting the service user to take prescribed medication.

- Support in attending GP, Hospital and other healthcare appointments.

1.3 Dietary Care:

- Support people in Preparation of snacks and meals according to the service user's likes / dislikes.

1.4 Domestic / Household Services and Accessing community and support the service user with:

- General cleaning duties, to include cleaning / vacuuming
- Day to day support in developing life skills
- Tidying up of bedroom.
- Clearing refuse and rubbish.
- Laundering / Hand-washing / Ironing.
- Fuel Management.
- Support with shopping, and the preparation of shopping lists and assistance with budgeting.
- Accessing community based facilities
- Support with finding employment if required.
- Support with accessing leisure facilities

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- Support service users with travel training
- Support with out door activities like. Gym, Bowling, Cinema, Cycling , walk to the parks. Museums

1.5 Personal services:

- Assistance with personal finances, to include paying bills, collecting pensions, paying the service charges.
 - Personal planning (parties/birthdays / anniversaries etc)
 - Democratic rights (voting cards etc).
2. To conform to all Policies and Procedures laid down by the Organisation in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant.
 3. To participate as directed by the Domiciliary Care Services Manager / Supervisor in Induction Training and regular In-service Training programmes.
 4. To maintain accurate, concise and timely records of service user care, diary sheets, time sheets and any other important documents .
 5. To participate in Staff, Team and Quality Management Review Meetings as directed by the Domiciliary Care Services Manager / Supervisor.
 6. To report back to the Domiciliary Care Services Manager / Supervisor on any aspect of service user care which he / she feels warrants investigation or urgent action.
 7. To participate in reviews of service users' Care Plans as required.
 8. To be aware of the tasks and activities which must NOT be undertaken as part of care duties, as set out in *Policy No 1005*.

SIGNATORIES:

Job Holder: _____
(Name) (Signature) (Date)

Manager: _____
(Name) (Signature) (Date)