**Home Carer Job Description**

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**Job Title:** Home Carer

 **Accountable to:** Registered Manager/Senior Carer

**Hours of Work:** Monday – Sunday on a rota basis

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| **Job Purpose**To deliver high quality person-centred care to clients to enable them to retain their independence and remain living in their homes.**General Duties:*** To assist the Registered Manager and Supervisors in the overall delivery of care services to clients and work under their direction and supervision.
* To work to all organisational policies and procedures and standards required in order to provide high standards of care to clients.
* To work to all relevant legislation and national standards, including the Care Quality Commission (CQC) Fundamental Standards.
* To work effectively as part of a team and support all colleagues as required.
* To ensure professional conduct observing the organisations Code of Conduct.
* To protect the confidentiality of clients and the organisation.

**Care Duties:*** To provide care and support to clients within their own home and in the community.
* To directly provide assistance with personal care in accordance with the client’s care plans e.g. assistance with bathing, washing, dressing, using the toilet.
* To support clients using trained moving and handling procedures and equipment.
* To support clients with their medication once training has been undertaken and medication administration competency has been achieved.
* To support clients with daily living tasks as stated in their care plan e.g. meal preparation, cleaning, laundry, shopping.
* To support clients to access the community and take part in social events as directed in the care plan. e.g. support to attend appointments, support to go shopping or attend events.
* To respond promptly to any emergencies e.g. medical emergencies.
* To promote the dignity and privacy of clients.
* To identify and report any concerns relating to clients health and wellbeing to the Registered Manager.
* To write accurate daily reports of all care provided and relevant events and keep these up to date.
* To contribute to developing and reviewing clients care plans and risk assessments.
* To work with external agencies to ensure clients’ needs are met, including attending multi-agency meetings when required.

**Safeguarding Responsibilities:*** To identify, respond and report all safeguarding concerns to the Registered Manager.
* To report all concerns of below standard practice and cultural concerns to the Registered Manager.
* To contribute to safeguarding enquiries and meetings as required.

**Health and Safety Responsibilities:*** To work in a safe manner at all times maintaining your own and others safety.
* To identify and report any health and safety concerns and potential risks to the Registered Manager.
* To work within the scope of all Health and Safety Policies and Procedures.
* To follow Infection Control Procedures, use Personal Protective Equipment (PPE) and ensure work areas are clean and maintained.

**Equality and Diversity:*** To promote anti-discriminatory practice.
* To support the equality, diversity and rights of clients and colleagues.
* To respect the privacy, dignity, needs and beliefs of clients and colleagues, behaving in a manner which is non-judgmental.
* To behave respectfully at all times to all clients, colleagues and others.

**Learning and Development:*** To attend and participate in staff meetings as required.
* To participate in all mandatory training required by the organisation as part of my employment.
* To prepare for and participate in supervision meetings with my supervisor.
* To prepare for and participate in an annual appraisal.
* To take responsibility for own development, learning and performance.
* To maintain a Personal Development Plan.

**Miscellaneous:*** To carry out any other duties as reasonably required by a supervisor or a manager.
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**Staff Member Signature:**

**Date:**