



## **JOB DESCRIPTION**

JOB TITLE:	Home Care Assistant
LOCATION:	Bolton/Bury/Wigan
RESPONSIBLE FOR:	Our Service users
RESPONSIBLE TO:	Care Coordinator / Registered Manager
SALARY:	More than NMW
HOURS:	Flexible

## **ROLE SUMMARY**

Care Assistants work to promote service users to remain independent in their own homes.

Our Care Assistants deliver care in the home and other venues, provide a reliable, personal service which always meets the individual's personal needs and respect confidentiality.

Duties and tasks will include the provision of personal, social, and enabling care and support to service users within their own home and in the community.

## **JOB SPECIFICATION**

### **To deliver high quality care to Service Users**

- To provide the highest quality care to service users in their own homes in accordance with their support plan, in person-centred approach.
- The range of tasks that the Care Assistant may be required to undertake covers personal care, meals, medication, shopping domestic/practical tasks.

- Personal care includes washing, dressing, bathing, toileting, and medication monitoring and/or assistance.
- Social duties include preparing and cooking meals, essential cleaning, shopping, bill payment and fire maintenance.
- Enabling support may include such activities as supervising, monitoring, and coaching to empower service users to be as independent as possible and have control over their own lives. Care Assistant may also be required to escort or accompany service users to outings, appointments, or other events.
- To be aware of the personal needs and requirements of your service users, communicating successfully, not only with your service user, their family, friends, and other healthcare professionals.
- Ensure that all care is completed within Right Care NW Ltd's Policies and Procedures, CQC Fundamental Standards and all contractual and legislative requirements.
- Any other duties that may be necessary to comply with the demands of the CQC or other legislative bodies.
- Maintain appropriate records to meet the needs of the service, observing and promptly reporting back any changes or concerns in your service user's circumstances or condition.
- Contribute to and work effectively as part of a team.
- Deliver support in a manner which is sensitive to the service user's culture, disability, race, age, sexuality, marital or civil partnership status, transgender status, or religion/belief.
- Engage and work closely with unpaid carers, such as family or friends, for the benefit of the service user.
- Promote anti-discriminatory practice.
- Protect the confidentiality of service users and of Right Care NW Ltd
- Promote the dignity and privacy of service users.
- Act promptly and appropriately to protect service users from neglect or abuse.
- Participate in staff development (including supervision), training and performance appraisals as required.
- At all times present a professional and caring image of Right care and demonstrate behaviours reflective of Right Care NW Ltd values.

- Any other duties as delegated by the managers.

#### **4. Additional responsibilities**

##### *Health and Safety*

As an employee of Right care NW Ltd, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- Follow Right Care NW Ltd's Safeguarding Policy and procedures to protect clients from abuse

##### *Data Protection*

The Care Assistant must always respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

**Please note: this job description is subject to regular review and appropriate modification. This is not a contractual document.**