

Care Assistant

RESPONSIBLE TO: Care Manager

MEASUREMENTS: Quality of care provided, Timekeeping, Performance.

PURPOSE OF POST: To work as part of a team providing high quality care and support to clients to remain independent in their own homes, reflecting the objectives of the SweetTree Charter & Philosophy of Care, in line with SweetTree Policy and Procedure and to meet and maintain CQC requirements.

MAIN RESPONSIBILITIES: To assist clients with activities of daily living as per the assessment and care plan completed by the Care Managers.

Duties are varied and personalised to the client's needs such as:

- General housekeeping e.g. cooking, shopping, light household cleaning, etc.
- Facilitate clients to maintain all aspects of their domestic lives.
- Provide highest quality of personal care i.e. washing, bathing, dressing and undressing whilst maintaining client's dignity.
- Arrange socialization and outdoor activities e.g. visiting friends and family, walks, cinema/theatre, meals out at cafes and restaurants, going for a drive (when required), reading, etc.
- Monitor progress and recording notes on daily record sheets relating to each visit and completing Accident/Incident reporting forms when appropriate.
- Liaise with families or/and office team members to provide a consistent approach that meets individual needs of client.
- Preserve independence & dignity of clients as much as possible.
- Report any changes/issues concerning the client or the care being provided
- Read and abide by the clients individual care plan
- Arrive on time for every shift
- Maintain confidentiality and consent not to share information with third parties unless consent has been given in writing and agreed with the Care Manager
- Support the client to access appropriate health care provision enabling them to make an informed choice regarding any prescribed treatment, seeking advice where they are unable to advocate for themselves.
- Promote equal opportunities and respect diversity, different cultures and values.
- Work in accordance with your job description/contract of employment and any policies and guidelines of SweetTree Home Care Services
- Attend and engage in regular facilitation, appraisals, one to one performance review and accept positive or constructive feedback from Care Manager and Care Coordinators
- Attend Annual updates and keep up-to-date with Sweet Tree Training Academy training.

PERSON SPECIFICATION

Essential Skills:

- Compassionate personality to genuinely care for others
- An understanding of the needs of elderly or disabled adults who are vulnerable within society
- Demonstrate ability to relate professionally and respectfully to elderly or disabled clients under challenging circumstances
- Physically fit and able to undertake safe manual handling practices
- Excellent verbal and written communication skills in English
- Observant and sensitive to Client's needs
- Ability to liaise with clients' next of kin, family members, outside agencies and other professionals
- Ability to follow instructions and work autonomously with productivity as part of a wider team
- Knowledge of food hygiene/manual handling/health & safety standards and practices

Desirable Skills:

- Current and clean driving licence
- Experience of providing care to people living in the community
- Relevant NVQ qualification

WORKING CONDITIONS: Working hours will vary depending on the clients' needs and availability of the carer. This can involve either live in care or shift work. Terms and conditions of employment are as per your employment contract and staff handbook. Carers are expected to arrive on time for all shifts. There may be opportunities of availability of additional hours in other services within SweetTree Home Care Services, however these hours would be reimbursed at those services pay rates.

DRESS CODE: A smart casual appearance is required at all times with sensible footwear. Jewellery must be kept to a safe minimum. No trainers or jeans are to be worn. Carers are provided with ID cards which are to be clearly presented during each shift.