



The Specialist Home Care Provider

Job Description

- Job Title:** Carer
- Based in:** Working in clients own homes in the Bromley, Orpington and Sevenoaks areas
- Responsible to:** Registered Manager/Company Directors.

Job Purpose

To provide personal and social care support to Compassion HomeCare clients who want to be cared for in their own home, with respect, dignity and compassion.

To act as a key worker and maintain high standards of care and service towards service users, relatives, visitors and other members of staff.

To deliver care to service users as directed by the service user care plan for that individual, reporting any changes or concerns to the registered manager or other nominated staff.

Have a clear understanding of and work within the company's policies and procedures.

Main Duties

1. Assist service users in maintaining their independence and enabling them to live their chosen lifestyle.
2. Respect people's needs, values and diversity.
3. Assist in the care of service users through the delivery of an individual planned care programme.
4. Work within the policies, procedures and guidelines of the Quality Management System of Compassion HomeCare.
5. Report both verbally and in writing on service users general condition and well being.
6. Maintain accurate personalised care records and care plans.
7. Adhere to any codes of professional conduct.
8. Identify risks and report to the registered manager or any other nominated staff.
9. Report accidents and incidents to the registered manager or any other nominated staff.
10. Deliver care and support in a way that is effective, safe and appropriate, and that meets the needs of the service user and protects their rights.

11. Promote independence and dignity of service users.
12. Help in maintaining the physical environment of the service users home, and supporting service users to do so, through usual household tasks such as changing and making beds, tidying rooms, washing and ironing clothes, setting tables and trays and in supporting service users to prepare their own light meals and where appropriate assisting service users with their meals, further more, to support individuals to shop for household and their own personal items, such as toiletries, clothing.
13. Assist with personal hygiene, dressing and going to bed.
14. Treat service users and their loved ones with respect.
15. Participate in social activities directed at benefiting service users quality of life.
16. Communicate effectively with service users and other staff to ensure that the care, treatment and support of service users is not compromised.
17. Report complaints directly to the registered manager or other nominated staff as soon as they are made.
18. Undertake such in house and external training which is appropriate to your role and has been identified through a training needs appraisal.
19. Maintain confidentiality of information at all times and respect people's confidentiality.
20. To ensure that information data is lawfully gathered, accurate, up to date, and only divulged in accordance with the Data Protection act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Company facing court proceedings.
21. To attend staff meetings and participate in regular supervision provided by a member of the management team.
22. To undertake any other such duties as may be from time to time required to ensure the safe running of the service and delivery of appropriate care to service users.

Person Specification

1. Diploma Level 2 in Health and Social Care or equivalent experience
2. Experience of working with older people
3. There is an expectation placed on all newly recruited employees to achieve to any further necessary qualification.
4. Be compassionate, honest, reliable and trustworthy.
5. Have a caring and sympathetic attitude.
6. Be kind and friendly towards service users and other staff.
7. Have a desire to promote the independence of service users.
8. Be adaptable and flexible to the changing needs of our service users.

9. Have clear, well-spoken English and have a good understanding of the British way of life.
10. Have a high level of common sense and the ability to use own initiative.