

JOB DESCRIPTION

POSITION: DOMICILIARY CARE ASSISTANT

RESPONSIBLE TO: DOMICILIARY CARE SERVICES MANAGER

Purpose of Position

- To enable and / or assist individuals to remain in their own homes, to be supported and maintained safely in their own homes and thereby enhance the quality of life.
- encouraging residents' individuality and independence
- helping residents to maintain relationships with neighbours, the neighbourhood and familiar activities and surroundings, providing social contact, especially for residents who live alone
- assisting other care workers and professionals to provide care for your resident

Principle Responsibilities

1. To visit nominated residents, at times directed by management.

- To be particularly vigilant for signs of distress or anxiety in residents; any deterioration in physical and /or mental health, or safety of the environment, and to report these as a matter of urgency to your manager or coordinator in her absence.
- To carry out all tasks in a way that demonstrates respect for the privacy, dignity and value of all residents, irrespective of severity or disability or personal circumstances.
- To summon appropriate assistance in an emergency. All actions should sustain, support and enhance the independence of residents, as specified in their care plan.

2. Personal Care (only where specified on the care plan and subject to appropriate review):

- Assist residents in/out of bed, chairs, etc., using agreed procedures; assist residents in turning to relieve pressure areas.
- Assist residents in (un)dressing, care of aids and personal equipment (hearing aids, glasses, dentures, prosthesis, etc).
- Assist residents to administer medications in accordance with the scheme's Medication Policy and procedures.
- Assist residents in all aspects of personal hygiene, i.e. washing, shaving, showering etc.
- Assist residents in feeding.
- Assist residents to access toilet facilities, emptying commodes and disposal of incontinence materials, using agreed health and safety procedures.
- Encourage residents to maximise their own abilities and skills

3. Domestic

- Where directed, maintain cleanliness of residents home, to meet with health and safety requirements.
- Light fires or operate other sources of warmth.
- Where appropriate home facilities are available, launder and iron clothes and/or bed linen.
- Undertake essential shopping, payment of bills.
- Where directed prepare or reheat meals provided and/or demonstrate to resident.

4. Social

- Actively encourage residents, according to their capabilities, to participate in all aspects of daily living activities.
- Develop and maintain personal contact with the resident through talking and listening.
- Provide support as part of a caring team, other agencies or professionals as necessary.

5. Collaboration with Other Agencies

- Assist management to maintain good relationships with other personnel involved in the care of the resident, i.e. Community Nurses, Social Workers, G.P's, etc., as part of a caring team.

6. General Duties

- As required maintain accurate, legible, records and submit them on a regular basis to the manager.
- To work alone at times without direct supervision either onsite or at residents' homes.
- To answer emergency bells in the building, the door and check ID; answer the telephone and greet visitors.
- Maintain confidentiality at all times.
- Advise residents of the complaints procedures (where appropriate)
- Participate in all training courses, including NVQ2 in Health and Social Care.
- Comply with legal requirements and National Minimum Standards; Health and Safety at Work Act, etc.
- Participate in meetings as appropriate and attend regular supervision sessions.
- Any other duties reasonably falling within the scope of the post.
- Be committed to and promote SJMT's Equal Opportunity and Anti Discriminatory Policies and Procedures in relation to both service provision and employment issues.