**JOB DESCRIPTION & PERSON SPECIFICATION**

**DOMICILIARY CARER**

**RESPONSIBLE TO:- REGISTERED MANAGER/ DIRECTORS**

**RESPONSIBLE FOR:- PERSONAL & DOMICILIARY CARE**

PURPOSE OF ROLE

* To undertake all domiciliary services with the sensitivity required to preserve the dignity, privacy, choice, independence, fulfilment and rights of the Client and his/her friends & family;
* To work without direct supervision in the Client’s home, whilst adhering to their individual care & support plan;
* Support the Client to remain at home with as much independence as possible.

MAIN RESPONSIBILITIES

* To undertake Personal Care tasks as outlined in the Client’s Care Plan;
* Keep accurate records in respect of care given, tasks undertaken, monies handled etc.;
* To maintain good communication and develop effective working relationships with Clients & colleagues;
* Liaise with agencies and other health professionals when & where necessary;
* Adhere to and be aware of all My Care Ladies policies and procedures.

DUTIES TO INCLUDE

* Working within Client’s homes, accepting different environments and Client’s varying capabilities;
* Developing and maintaining good communication with both Client and family members;
* Ensuring a living environment which is as safe as possible for Clients, whilst respecting their choices and rights;
* Alerting the Registered Manager/Directors to any changes in the Client’s physical/mental condition and/or circumstances;
* Familiarisation with Clients Personal Care Plans;
* Ensuring the Client is not put at risk as a result of home care activities;
* Personal Care which may include assistance with washing, bathing & toileting;
* Personal Care which may include moving and handling;
* Personal Care which may include help with the purchasing of provisions to provide a nutritionally balanced diet;
* Domestic Care which may include shopping – escorted or alone;
* Domestic Care which may include collection of pensions & paying bills;
* Undertaking housekeeping, household cleaning and laundry duties as requested if outlined in the Care Plan;

SKILLS & SPECIFICATIONS

QUALIFICATIONS

* Good general level of education;
* Good communication skills, both written and verbal;
* Good level of written & spoken English;
* Hold or be willing to undertake QCF (NVQ) Level 2 or 3 in Care;
* Experience of working with the elderly is preferred although not essential, as successful candidates will be required to complete a comprehensive induction.

PERSONAL QUALITIES

* Ability to identify with and relate to people from all backgrounds, ethnicities and religions;
* Strong sense of responsibility;
* Ability to work under pressure;
* Good ability to work independently or as part of a team;
* Willingness to learn and adaptable to change;
* Capable of prioritising;
* Motivated, committed and focussed;
* Caring, patient and understanding;
* Reliable & trustworthy.

OTHER

* Full, valid driving license & access to a motor vehicle;
* Business insurance;
* Legally allowed to work in the U.K.

DUTIES (cont.)

* Companionship Care which may include sits, escorting to appointments & help with reading;
* Responsibility for the safe handling of property, equipment & monies belonging to the Client;
* Willingness to travel between Client’s homes;
* Dressing appropriately for the post (protective clothing and uniforms are provided by My Care Ladies);
* Working as part of a team, but also able to work independently;
* Attending supervision, training and staff meetings as required;
* Be available and willing to undertake any other tasks as specified by your Line Manager, relevant to the role of the post and to the needs of the Client.

**This is not an exhaustive list, but gives an accurate and concise summary of the duties involved.**