



## **Job Description**

### **Domiciliary Carer**

You are first and foremost responsible to the registered Manager of Spire Homecare:

#### **The purpose of your employment is as follows:**

You are required to provide the highest quality of care and support, to allow all service users to remain in their homes.

Promote the philosophy of privacy, dignity, independence. Choice, rights and fulfilment for all SERVICE USERS, within a policy of managed risk taking.

All aspects of physical care, working as part of a team, but also capable of working alone in a professional manor at all times.

#### **Your responsibilities:**

To assist service users and carry out as required a whole range of tasks as defined in our policies and procedures for personal care of the service users and light domestic work, shopping, collection of prescriptions, laundry and ironing. You may be required to feed and water animals, but do not take dogs for a walk. You must stay for the length of time allocated to the service user.

Also:

- Participate in staff meetings
- Participate in training activities
- Participate in staff supervision and appraisal
- And any other duties that may be asked of you

#### **Communication:**

- You are to report to the office any changes to a service user's records circumstances or health.
- Report anything out of the ordinary i.e. bruising, cuts etc. to Senior Carer
- Report any behavior or mood changes

#### **Quality standards:**

- You are required to maintain high standards at all times.
- You will be required to attend regular supervision/appraisals which are a legal requirement to your working the Care Agency.
- You will receive your induction training and will continue you're working with the care agency.

## **Your responsibilities to the service and Spire Homecare:**

### **Health & Safety**

- To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions
- Ensure the health and safety of yourself and service users and the people in their household, and you are always required to maintain confidentiality.
- Understand health and safety, hygiene, fire precautions and emergency procedures including basic first aid.

### **General requirements**

- Report any potentially hazardous areas.
- Report any potential hazardous objects.
- Report all accidents – WITHOUT DELAY and fill in accident record.
- Where qualified assist with the administration of the prescribed medicines to service user and make the appropriate entries in the drug record books.
- To be aware of the need for and to maintain confidentiality in respect of each service user and to report on only matters of concern
- To be aware of Spire Homecare's policies and maintain the highest levels of care in accordance therewith.
- To take telephone messages and report or record correctly.
- Participate in staff meetings
- Participate in training activities
- Participate in staff supervision and appraisal
- Participate in quality assurance systems
- All duties must be carried out and comply with:-
- Notification of accidents and other Health and Safety requirements
- Statutory legislation, the Health and hygiene regulations
- Nationally and locally agreed Codes of Good Practice
- Fire precautions
- Equal opportunity principles and spire homecare's anti-discriminatory policy.

### **Training**

- Take responsibility for personal development by keeping abreast of developments in the field of caring for older people.
- To attend training sessions in accordance with training plan.
- To attend supervision when requested.
- To take part in staff appraisal either 3 or 6 monthly.
- To take part in monthly team meetings.

**Name of carer**

**Signature**

**Date**