



## **HOME CARE WORKER**

**To assist in the provision of high quality, professional, personal, practical and social care to Service Users of all ages within the community.**

- To assist in ensuring that the home care service complies at all times with legal, ethical and contractual requirements currently applicable.
- Provide personal, practical and social care to Service Users, upholding the values of privacy, dignity, independence, choice, rights, fulfilment and confidentiality.
- Assist in the development and maintenance of a detailed care plan to review and evaluate Service Users' needs.
- Report all information regarding changes to the service or any problems encountered to the Manager/Senior Carer as they arise.
- Maintain accurately, all relevant documentation for the finance and personnel departments.
- Listen to, advise and support Service Users/relatives/friends engendering caring and confidential relationships and enhancing the care given.
- Reference to be made at all times to 'Staff Handbook'.
- Attend the statutory required training to ensure compliance requirements.
- Assist in the monitoring and maintenance of a professional health and safety policy, and any changes or additions (i.e. Regulations on PPE usage).
- Participate fully in the Performance Review System and Support & Supervision System to assist in personal development and training.
- Participate fully in the training and development programme in relation to Service Users specialised care needs.
- Participate fully in the direct departmental team and actively support, understand and co-operate with all other colleagues/departments to ensure effective communication throughout the organisation.
- Utilise all the communication systems of the organisation to develop and strengthen the links between 'Office' based and 'Community' care and enhance the profile of the home care service.
- All staff are responsible for the Quality Procedures of the Organisation.
- Use assertiveness and initiative to create, develop, change and influence the role to benefit the Service Users.