

## CARE WORKER

### JOB DESCRIPTION

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**DEPARTMENT:** Care Services  
**REPORTS TO:** Service Co-ordinators / Managers  
**JOB PURPOSE:** To provide the highest standards of personal care and help in the home for our Service Users, thus promoting an independent and happy lifestyle as far as possible.

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#### Duties and Responsibilities

- ❖ To attend all relevant training courses needed to carry out the job.
- ❖ To undertake NVQ 2 / Health & Social Care Diploma
- ❖ To read and follow service users care plans and adhere to policies
- ❖ To assist service users with a variety of needs with getting up and going to bed. This includes dressing, washing, bathing, feeding and any other personal care needs.
- ❖ To help service users with mobility problems and other physical disabilities, including incontinence and help in use of care aids and personal equipment.
- ❖ To assist with the preparation, cooking and serving of meals and beverages.
- ❖ To assist with domestic tasks including the following: emptying and cleaning commode, stripping and making beds, washing up, laundry, using domestic appliances i.e. vacuum cleaners (Always use the power breaker provided when using domestic electrical appliances) in accordance with the care plans.
- ❖ Assist with shopping
- ❖ To be sympathetic to the social and emotional needs including: talking and listening to the Service Users and offering support and encouragement.
- ❖ To respect and promote the rights and dignity of Service Users
- ❖ To cover emergency/urgent calls (when available) at the request of the Service Co-ordinators
- ❖ To arrive promptly and attend each appointment agreed with the Service Co-ordinator
- ❖ To report to the Registered Manager or service Co-ordinators any health and safety or moving and handling concerns immediately.
- ❖ To report to the Registered Manager or service co-ordinators any deterioration in a Service Users health or circumstances, or any issues of concern regarding the client immediately.
- ❖ To comply with Company guidelines, policies and procedures at all times.

**Please sign that you have read and understood the job description. You will be given a copy of this document to keep and a copy will be retained on your file.**

**Name:**

**Signature:**

**Date:**