

Job Description – Carer

Employee name:	Extra Care Home Services Limited	Issue date:	May 2016
Job title:	Carer		
Reports to:	Deputy Manager / Registered Manager		
Main function of the job:			
To undertake care work in Service Users' own homes sensitively and in a way which will respect the dignity, privacy, choice, independence, fulfillment and rights of the Service user and their family members / supporters.			
In addition to these functions employees are required to carry out such duties as may reasonably be required			
Location:	North Walsham and surrounding areas		
Main Duties (not in any order of priority):	1. To undertake personal care tasks as outlined in the Service User's care plan		
	2. To maintain and develop good and effective working relationships with Service Users and their family members / supporters		
	3. Develop effective working relationships with the other employees within The Agency.		
	4. Work in cooperation with members of multi-disciplinary health teams in order to maximize opportunities for Service User therapeutic care.		
	5. To alert supervisor or management of any changes in the Service users condition or circumstances.		
	6. To prepare and cook meals and other housekeeping duties as outlined in care plan		
	7. Ensure Service User is not put at risk as a result of home care activities		
	8. Work effectively as a team as well as being able to work alone		
	9. Take responsibility for safe handling of any Service users property		
	10. Ensure Service User rights are protected.		
	11. Record relevant activities in Care plans accurately		
	12. Seek opportunities for personal and professional growth.		
	13. Promote a positive image of The Agency		
	14. Be willing to work in Service Users' own homes and accept different environments and varying capabilities of Service Users		
	Person Specification		
Qualifications	Ideally QCF level 2 Diploma in Health & Social Care (or equivalent) or be willing to work towards it		
Working Hours	To be mutually agreed		
Experience	Good understanding of social care provision ideally in a home care setting and with minimum of one year's experience		
Additional Requirements	The post is subject to an enhanced DRB disclosure and copy of motor insurance certificate (if applicable) will be needed confirming your vehicle is insured correctly.		