

## JOB DESCRIPTION – CARER

Employee name:	Issue date:
Job title: <b>CARER</b>	
Reports to: <b>THE OFFICE</b>	
<p><b>Main function of the job:</b></p> <p><i>(Note: In addition to these functions employees are required to carry out such duties as may reasonably be required).</i></p> <p>To maintain Care skills at a current level, and undertake such training and development as may from time-to-time be required to maintain that currency of practice.</p> <p>To provide Care in accordance with current best practice, according to policy and procedures, agreed standards, legislative requirements, relevant regulations under the direction of the Manager, and within the financial plans agreed from time-to-time.</p>	
Location:	<p style="text-align: center;"><b>City Care Welwyn Ltd.</b></p> <p style="text-align: center;"><b>16 Martinfield Business Centre, Welwyn Garden City, Hertfordshire, AL7 1HG.</b></p>
Main Duties (not in any order of priority):	<b>Working within the organisation:</b>
	1. <i>Develop effective working relationships with the other employees within City Care Welwyn Ltd.</i>
	2. <i>Support an open, positive and inclusive working culture.</i>
	3. <i>Promote independence, dignity and respect.</i>
	4. <i>Systematically solve day-to-day problematical issues which arise.</i>
	5. <i>Work to establish effective employer-employee relationships.</i>
	6. <i>Protect confidentiality and all information that relates to Service Users and/or their families and not divulging such information to anyone who isn't authorized to receive it.</i>
	7. <i>Support the implementation of City Care Welwyn Ltd's policies and procedures.</i>
	8. <i>Support the effective resolution of team conflicts.</i>
	9. <i>Assist in the implementation and maintenance of the standards required by legislation related to the registration of City Care Welwyn Ltd.</i>
	10. <i>Support a work atmosphere which promotes a high quality of work life.</i>
	11. <i>Prompt reporting of any complaints, accidents or problems to a competent person.</i>
	12. <i>Attend mandatory ongoing training and staff meetings, and participate in NVQ's.</i>
	13. <i>Participate in evaluation of City Care Welwyn Ltd against agreed organisational goals, business, and quality objectives.</i>
14. <i>Promote a positive image for residency and employment within City Care Welwyn.</i>	



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<b>Main Duties (not in any order of priority):</b>	<b>Care Services:</b>
	<i>1. Actively participate in the delivery of support services and assistance with the duties that are in each Service User's bespoke care plans. Duties may include:</i>
	<ul style="list-style-type: none"> <li>• <i>Personal hygiene requirements</i></li> <li>• <i>Management of incontinence</i></li> <li>• <i>Assistance with toileting, the cleaning and emptying of commodes</i></li> <li>• <i>Bathing in bed/bathroom</i></li> <li>• <i>Dressing, undressing, walking, sitting etc.</i></li> <li>• <i>Care of pressure areas</i></li> <li>• <i>Looking after skin, teeth, mouth and hair</i></li> <li>• <i>Positioning and movement of immobile Service Users correctly</i></li> <li>• <i>Medication – strictly following Medication Administration Records.</i></li> <li>• <i>Food and drink prep</i></li> <li>• <i>Laundry, general cleaning and housekeeping duties</i></li> <li>• <i>Participating with the Service Users in their social and recreational activities</i></li> <li>• <i>Acting as a companion to Service Users</i></li> <li>• <i>Accompanying Service Users with trips out</i></li> <li>• <i>Assistance with shopping</i></li> </ul>
	<i>2. Assist in the development of the philosophy, goals and objectives for the Care practice.</i>
	<i>3. Assist in the assessment of the effectiveness of Care implementation and delivery</i>
	<i>4. Implement action to meet and maintain Care standards.</i>
	<i>5. Work in cooperation with members of multi-disciplinary health teams in order to maximise opportunities for Service User therapeutic Care.</i>
	<i>6. Ensure Service User rights are protected.</i>
	<i>7. Encourage a model of self-care and wear the correct, clean uniform at all times.</i>
	<i>8. Record all activities in Care Plans.</i>
	<i>9. Encourage innovative methods for the delivery of Care.</i>
	<i>10. Encourage health promotion within Care strategies.</i>
<b>Please sign and date once you have read the job description (carer) and return to the office.</b>	
Signed _____ Date _____	

