

# 06 CARE LIMITED

## JOB DESCRIPTION



<b>Job Title:</b>	<b>HOME CARE ASSISTANT (DAYS / EVENINGS)</b>
<b>Organisation:</b>	<b>06 CARE LIMITED, AIRE VALLEY BUSINESS CENTRE, 14D ORCHARD HOUSE, LAWKHOLME LANE, KEIGHLEY, BD21 3BB</b>

The following information is to enable staff joining **06 Care Limited** to understand and appreciate the work content of their post and the role they are to play in the company. However please note, whilst every endeavour has been made to outline all duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Therefore broad headings and general information has been noted below and all usual associated routines are naturally included in the job description. Staff members should not refuse to undertake work which is not in their job description, but should record these as additional duties and it will be taken in to account when salaries are reviewed.

### **PRIME OBJECTIVES OF THE POST**

In accordance with the practices and procedures of 06 Care Limited, for the provision of care for vulnerable people in the community.

To enable customers to live as independently as possible in the community, for as long as possible by providing care and support to individuals and their families and carers.

### **SKILLS**

- To perform basic personal care tasks necessary for day to day living.
- To prepare and cook meals as necessary.
- Cleaning/domestic tasks.
- Good communication skills with customers who may have some degree of communication difficulties.
- Observation skills to alert management to any changes with the customer.
- The ability to communicate with professionals from various relevant organisations.
- To work with *all* customers when appropriate, and to respond calmly and appropriately to emergency situations.
- Good house-keeping skills.
- To make and maintain professional relationships with customers.

### **RESPONSIBILITY FOR PEOPLE**

No direct responsibility for members of staff.

Ensure a safe living environment for all customers of 06 Care Limited. Ensure they are not put at risk as a result of job activities. Alert management team, other professionals and/or emergency services if required, to ensure the health, welfare and safety of the customers.

## **RESPONSIBILITY FOR RESOURCES**

1. Equipment provided to 06 Care Limited to ensure safe work practices e.g. health and safety items.
2. Protective clothing i.e. tabards, gloves, aprons etc.
3. Collection of personal monies for customers in respect of charges, pensions etc.
4. Payment of customer's bills.
5. The safe handling and usage of property and equipment belonging to the customer, whilst in a Home Support Assistant's possession.

## **INITIATIVE**

- To provide appropriate levels of care.
- To read/follow instructions and guidance on care needs and support for the customer.
- To recognise when additional support is necessary for customer's wellbeing or safety and refer to 06 Care management team, GP, District Nurse, Emergency Services etc. when necessary.

## **MENTAL EFFORT**

- Emotional demands from customers deemed to be in an 'at risk' situation e.g. customer with mental health needs or behavioural problems.
- Alertness/awareness to all changes in a customer's situation and circumstances and refer to the 06 Care management team or other professionals as appropriate.

## **PHYSICAL EFFORT**

- Travel between customers by foot, public transport, and/or personal transport.
- Moving and handling of customers in accordance with moving and handling procedures, with another person or suitable equipment.
- Carry shopping/laundry where required.
- Handle household cleaning equipment.

## **WORKING CONDITIONS**

- Travelling to customers' homes in all weather conditions and to office base, shops, launderette, Post Office etc. where appropriate.
- Working in customers' homes which vary considerably in terms of physical structure, cleanliness, warmth and material standards.

## **SUMMARY OF MAIN TASKS**

- Personal care tasks including dressing/undressing, washing, toileting, feeding, putting to bed etc.
- Domestic duties including cooking, washing, ironing and cleaning.
- Social duties – to assist customers to maintain contact with family, friends, community etc.
- To create a homely, supportive atmosphere where customers can achieve maximum independence.
- To be part of a professional caring team working alongside other colleagues and professionals e.g. Social Workers, District Nurses etc.