



## **Job Description**

**Post:** Care Assistant  
**Responsible To:** Care Manager

**Summary:** Care Assistants provide personal care and associated tasks to clients within their own homes as part of the domiciliary care sector. Domiciliary care encompasses a range of support which requires adaptability and flexibility from care workers who possess a patient and understanding nature. You are required to respect the dignity of each service user and assist with any tasks required. This includes prompting and assisting to promote the service user's own independence. This excludes any tasks typically undertaken by a trained nurse.

### **Main Duties:**

Primary responsibilities include but are not limited to the following:

- ❖ Personal care (washing and dressing)
- ❖ Oral Hygiene and Grooming
- ❖ Toileting and Continence Care
- ❖ Social Inclusions
- ❖ Help with Shopping
- ❖ Transfer using Moving and Handling Equipment
- ❖ Accompany to Appointments and Social Events
- ❖ Run Errands/Collect Prescriptions, etc
- ❖ Domestic Tasks. E.G. Cleaning/Laundry Tasks, Tidying up, etc
- ❖ Prepare Meals, Assist with Eating/Drinking.
- ❖ Assisting with medication and associated tasks
- ❖ Companionship and encouragement to promote independence
- ❖ Monitor Diet (Food/ Water Intake)
- ❖ Provide Dementia/ Alzheimer care

### **REHABILITATION OF OFFENDERS ACT 1974**

The Care Assistant position is exempt from the provision of the Rehabilitation of Offenders Act 1974 that all convictions are disclosed in advance within the Application Form.

### **DBS (Disclosure and Barring Service Check)**

To complete an enhanced DBS check, **three forms of identification** which includes **one proof of address** document are required:

***Passport, Driving Licence, Birth Certificate, Marriage Certificate, Biometric Residence Permit and any Utility Bill (Gas/Electricity/Water, Council Tax) or Bank Statement (Debit/Credit Card).***

**PROOF OF ADDRESS DOCUMENTS MUST BE DATED WITHIN THE LAST 3 MONTHS.**

DBS cost met by applicant & non-refundable - **£62.50 (cash only)**.

Your DBS will be completed within the office at Select Care Services. Upon completion of your DBS, you will be handed an 'Invitation to Training' which will enable you to join our comprehensive, free training programme. Training is typically held on Tuesday, Wednesday and Thursday from 9.30am-5pm. Shadowing will commence pending one reference and signing your contract pending your second reference. You will then be given a rota consisting of calls within the availability that you have stated on your Application Form.

Our working hours are **Monday-Sunday, 7am – 10pm**. Call times are as follows: Morning (7am-10am), Mid-Morning (10am-12pm), Lunch (12pm-2pm), Early Afternoon (2pm-4pm), Tea (4pm-6pm) and Evening (6pm-10pm).

We also do Social Inclusion calls (mileage is paid at 30p per mile if you use your car as part of a social inclusion call. (This will be explained to you).

### **Electronic Monitoring (EMS)**

We use an electronic monitoring system to monitor carer's punctuality in client's homes. This involves calling a free phone number when entering and leaving the client's premises. We require all carers to follow this system. All new starters will be given full instructions on how to use the electronic monitoring system.

### **Areas**

Select Care Services tries our utmost best to place carers within their own area and to provide carers with a run, although, this cannot be guaranteed due to the nature of care work. Carers are matched to clients as opposed to just areas, although, we aim to take both into account. We also source work for new starters, so again please bear with us whilst we do this.

### **Criteria**

- ❖ You must be a compassionate, patient and understanding individual.
- ❖ Exceptional timekeeping skills
- ❖ Empathetic towards others
- ❖ Work well within a team
- ❖ Use your own initiative
- ❖ Good reading, writing, speaking and understanding skills in English
- ❖ Comply with Select Care Services policies and procedures
- ❖ Abide by governing legislation
- ❖ Give full permission for Select Care Services to share my telephone number with fellow employees as required for work purposes

## **Responsibilities**

- ❖ Follow instructions established by Management
- ❖ To assist/prompt service users to complete their daily tasks
- ❖ Act in accordance with the service user's conditions and requirements
- ❖ Prompt mental/physical stimulation through regular communication and by encouraging hobbies/interests
- ❖ Attending and partaking in supervisions and staff meetings
- ❖ Perform duties stated within the care plan
- ❖ Report any issues or concerns immediately. This includes keeping Management updated on any significant changes such as the deterioration of a service user's health
- ❖ Encourage our service users to remain as independent as possible, providing support when required
- ❖ Ensure all measures are undertaken to prevent any harm/injury to yourself, colleagues and service users through act/omission
- ❖ Incorporate skills and Health and Safety techniques and put them into practice, acquired from the full, comprehensive training provided to you by Select Care Services
- ❖ Ensure care is taken when using all cleaning and electrical products

Select Care Services complies with the following Acts:

*Equality Act 2010*

*Race Relations Act 1976*

*Data Protection Act 1998*

*Health & Safety at Work Act 1974*

*Moving & Handling Operations Regulations 1992*

*Mental Capacity Act 2005/Deprivation of Liberty Safeguards (DOLS) Act*

Exempt from: *Rehabilitation of Offenders Act 1974*

- I understand that I am not permitted to work at multiple care agencies.*
- I confirm and understand that my personal telephone number may be Shared with other Select Care Services employees as required for work – related purposes*
- I consent to spot check observations which ensure I am working in a safe manner, complying with all Health and Safety regulations and legislations.*
- I confirm that I have thoroughly read and understood the above statements.*
- I confirm that I am willing to do all aspects stated within the Job Description.*

**Signature:** \_\_\_\_\_

**Staff Coordinator**

*recruitment@selectcareservices.co.uk*