

T038 Job Specification

Job Details			
Title:	Care Assistant	Job Type:	Permanent
Location:	Community-based	Reporting to:	Care Supervisor
Hours:	According to individual availability & client need	Salary Range:	See table below

Hourly rates are increased annually in April.	Carer		Senior Carer / Duty		Senior Duty	
	Standard	inc hol pay	Standard	inc hol pay	Standard	inc hol pay
Mon-Fri (7am-7pm)	£12.24	£13.72	£12.54	£14.05	£12.84	£14.39
Mon-Fri (after 7pm)	£14.30	£16.03	£14.30	£16.03	£14.30	£16.03
Weekends (all day)	£14.30	£16.03	£14.30	£16.03	£14.30	£16.03
Travel time (per hour)	£12.24	£13.72	£12.54	£14.05	£12.84	£14.39
Petrol expenses (per mile)	£0.25					

Responsibilities

[Note: Exact responsibilities may vary depending on your experience and grade]

Overview

To undertake care work and rehabilitation tasks in the community, as a lone worker or as a team member, under the guidance and supervision of a Care Supervisor. To provide adult care services in a way that will preserve the dignity, privacy, choice, independence, fulfilment and rights of each client.

- **Provision of care and support to Clients**

- Report and suggest updated to clients' care needs.
- Undertake personal care and rehabilitation tasks as outlined in the Client's care/support plan.
- Maintain good communication and develop effective working relationships with Clients.
- Take an active role in supporting both office based staff and other carers to improve services.
- Maintain access to internet/email to view your online care roster and receive email alerts of new work and changes to roster, etc.
- Liaise with agency staff and/or other professionals as necessary or as directed.
- Adhere to all of the Doris Jones policies and procedures.
- Alert Supervisors/Managers of any changes in the Client's condition or circumstances.
- Develop good communication links with any carer or family member in the Client's home.
- Prepare and cook meals as outlined in the care/support plan.
- Undertake housekeeping, household cleaning and laundry duties as requested if outlined in the care plan.
- To help with purchasing of provisions to provide an adequate, balanced and stimulating diet where necessary.
- Ensure as safe a living environment as possible for Clients whilst respecting Clients' choice and rights.
- Ensure Clients are not put at risk as a result of home care activities.
- Work as part of a team and equally be able to work alone.
- Dress appropriately for post (protective clothing and attire as provided or directed by Doris Jones).
- Take responsibility for the safe handling of property and equipment belonging to the Client.
- Attend supervision, training and staff meetings, as required.

- Be willing to travel between Clients' homes in the most efficient way possible (car user, cyclist, knowledge of public transport).
- Be willing to work within Clients' own homes and accept different environments and varying capabilities of Clients.
- **Other**
 - Understand and implement escalation processes for Safeguarding or Management issues
 - Be available and willing to undertake other tasks specified by line manager relevant to the role and the needs of the client
 - Be aware of own limits and scope of practice and to report any discrepancies immediately to line manager
 - Take an active part in ongoing CPD

Required skills/attributes

The successful candidate will be able to provide evidence of the following:

- Relevant experience in a service environment, carrying out relevant duties.
- Keenness and ability to advance within the company and to promote the company.
- Excellent listening and communication skills
- Relevant qualification or commitment to relevant skills training and professional development
- Must hold a current full UK driving license and have access to a car for work.
- Willingness to undertake enhanced DBS check
- Self-motivated, able to work under pressure and exercise clear judgement.
- Positive approach to collaborative working but able to take initiative and work autonomously.
- Able to quickly and effectively learn new systems and processes.
- The ability to record information in a clear and legible format

Other details

Pay rate:	Dependent on grade – see table above
Hours:	According to individual availability & client need
Holiday:	Statutory allowance based on hours worked