[](http://www.bing.com/images/search?q=investor+in+people+logo&view=detailv2&&id=74FD165D33C663CB2B6D08E7CE10030961BD0E3B&selectedIndex=2&ccid=GEoMfBTy&simid=608036334942423193&thid=OIP.M184a0c7c14f224b38030979e56dd12dbH0)

JOB DESCRIPTION

Title: Care Worker

Hours: 39 per week –Responsible to: Manager

Salary: Plus, Pension contribution

Mary and Joseph House focus on providing kind, caring, compassionate care – our values are maintaining the privacy & dignity of people who need support, always treating people with respect and promoting independence

Safeguarding

To develop a culture that does not tolerate abuse, neglect and exploitation, to ensure the safety and wellbeing of our residents, accept our responsibility to protect the people who live at the House from possible abuse from all sources, which include:

* The staff and management at the House
* Volunteers working at the House
* Visiting health and social care practitioners and other official visitors
* Residents’ friends and relatives
* People who have contact with resident while they are temporarily outside the premises
* Other residents

General Duties

* To attend to the individual needs and welfare of residents
* To provide on-going support, through key-working to help residents achieve and enjoy a good quality of life and, where possible, to become integrated into the local community, to deliver recovery orientated services, increasing opportunities for life beyond illness,
* To work proactively in a non-judgemental manner with residents who demonstrate challenging behaviour due to issues around alcohol abuse and or mental health problems
* To provide our residents with a positive experience of Care
* To consistently behave in a professional way towards everyone in the workplace
* To attend to the individual needs and welfare of residents
* To provide on-going support, through key-working to help residents achieve and enjoy a good quality of life and, where possible, to become integrated into the local community, to deliver recovery orientated services, increasing opportunities for life beyond illness,

Welfare of Residents

To promote oral health within the home, ensuring residents are supported to maintain and improve their oral hygiene, following NICE oral health guidelines, making oral health a key part of the holistic care offered at the home

To befriend, encourage, support and assist residents in the following areas as directed by their personal care plan:

* Personal care and hygiene
* Laundry needs
* Cleaning their rooms
* Being involved in residents’ leisure activities
* To prompt and administer medication as prescribed by GP

To develop warm and trusting relationships with residents and support them to achieve their goals and aspirations

Cleaning

To work alongside residents to keep their rooms clean and tidy,

To always follow COSHH guidelines and manufacturer’s instructions in respect of dangerous cleaning materials

Life Skills/ Laundry

To assist appropriate residents towards semi-independent living by developing and assisting with life-skills programmes

To assist individual residents to use the laundry where it is part of a life skill programme

To launder and dry household linen according to the laundry requirements

To launder residents personal clothing following manufacturing instructions

Administration and Communication

To accurately and legibly record up to date information in residents daily living notes on the Abylss system

To ensure that up to date records are kept of all agencies and/or people who are involved in the care and support of residents

To plan and prepare for monthly resident reviews and ensure that action plans are completed.

To carefully account for all expenditure obtaining receipts for purchases and accurately recording in resident files and petty cash slips.

To attend and contribute to staff meetings

Occasional (Waking)Night-time Duties

To carry out checks on residents throughout the night

To carry out all duties as agreed on the night register

To support residents throughout the night with personal care according to their individual needs

To be aware of the procedures for all night call outs, ensuring the three members of the staff always remain on the premises

To respond to emergencies, remaining calm and following the correct procedures

Health and Safety

To adhere to all policies and procedures

To ensure that you wear the correct PPE as provided

To attend training to develop your knowledge and skills

Dignity in Care

To believe passionately that being treated with dignity is a basic human right not an optional extra. To believe that compassion must be at the heart of a truly person centered and efficient care service and to be committed to doing your bit to achieve this.

Other

To work as part of a team.

To be accountable by making sure you can answer for your actions or omissions

To uphold and promote equality, diversity and inclusion

To reflect on your work and to think about how you can improve the care and support that you provide to others. Discrimination is unacceptable and should be confronted whenever it is found, whether in your own work, or in that of others. ‘Reflective practice’ means thinking about what you or others have done, what happened as a

result and whether you or they could do anything differently in future to get a better outcome

To always maintain confidentiality and the requirements of the General Data Protection Regulation (GDPR) in accordance with the agreed policy.

To undertake any other duties as seen necessary by the Management Team

The above is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the organisation.

I agree to accept responsibility for the duties outlined in the job description

Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_