



# ***Goose Green HomeCare Ltd***

## **Care Worker** **Job Description**

### ***Purpose of Post***

To work as part of a care team delivering high quality care and support to individual clients to enable them to remain living independently at home for as long as possible. Care will encompass supporting people with their activities of daily living and will adhere to the National Care Standards, the SSSC Codes of Practice and Goose Green HomeCare's Policies and Procedures.

### ***Responsible to:***

Care Directors & Community Care Co-ordinator

### ***Responsibilities:***

The main responsibilities of the role will be:

### ***Policies***

- adhere to GGHC policies and procedures at all times
- participate in policy development groups as requested

### ***Personal Care***

- follow each individuals care plan to meet their needs in they way of their choice
- assist clients who need help, with dressing and undressing, bathing and accessing toilet facilities
- assist clients with mobility needs and any physical disabilities, encompassing the use of any prescribed aids or specialised equipment
- ensure personal choice of clothing and accessories to support clients to present themselves as they would wish
- to support clients with meal preparation and give any assistance with eating and drinking as required
- ensure clothes and bed-linen are laundered and ironing done as required (where this is an agreed part of the contract)
- ensure bathroom and kitchens are kept clean and house left tidy

### ***Emotional Care***

- to establish a professional relationship with clients and their families
- to ensure that clients feelings are acknowledged and sensitivity and respect are shown at al times
- to ensure that dignity, self-respect and freedom of choice are actively promoted

### ***Health & Safety***

- to know and comply with the Health & Safety at Work Act 1974

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- to know and comply with GGHC Health & Safety Policies and Procedures
- to report all accidents and incidents in keeping with GGHC Accident/Incident Reporting Policy
- to report any concerns regarding individual client's health and well-being promptly to a line manager
- to report any damage to a client's property or personal belongings promptly to a line manager
- to ensure all risks to health and safety are immediately dealt with where appropriate or reported immediately to a line manager
- to be aware of the correct course of action to be taken in the event of a fire, casualty, accident or other hazard
- to adhere to the company uniform policy to ensure work wear conforms to health and safety requirements

#### ***Record Keeping & Reporting***

- to complete a full and accurate record of care delivered on each and every client visit
- to complete an accident/incident report of every accident/incident that occurs during working hours
- to ensure all record keeping adhered to company policy

#### ***Training, Supervision & Development***

- to engage with company rolling training programme
- to maintain own Continuing Professional Development records
- to attend all 1:1 Supervision sessions
- to attend all staff meetings
- to attend any training events as required by management
- to engage with personal coaching or mentorship where this has been put in place to develop practice

#### ***Contact with Care Team***

- pass all relevant client concerns to senior carers/care co-ordinators/care directors as appropriate
- attend area team meetings
- attend general staff meetings
- attend focus groups or policy development groups as requested

#### ***Other***

- to ensure all information relating to client, colleagues and the company are kept strictly confidential in keeping with Goose Green's Confidentiality Policy
- to carry out any other reasonable duties as expected by management to meet the requirements of the post