

# Job Description



## **Job Title**

Community Carer

## **Rates of Pay**

£9.42 per hour weekday

£11.80 per hour weekend

£14.77 per hour bank holiday

## **Enhanced rates for carers with NVQ qualifications (or equivalent diploma):**

£9.58 per hour weekday

£12.00 per hour weekend

£14.77 per hour bank holiday

Other benefits include mileage allowance (0.39 per mile), up to 28 days paid holiday, company pension scheme, training and development etc. Uniform tunic will be provided.

## **Working Hours**

Working hours are based on a 2-week rota. Full-time employees are required to work alternate full weekend and a minimum of 2 evenings in the week.

Part-time employees are required to be available for evening and weekend working.

## **Location**

Community. Our care services are given to service users in their own homes.

## **Overall Purpose Statement**

The Community Carer role will combine both personal and domestic care duties with the objective of helping our service users to take care of themselves at home, and wherever possible, to restore them to full independence. Many of our service users are elderly and may have one or more of the following: learning disability, mental health issues, physical disability, sensory impairment, dementia including Alzheimer's, Parkinson's disease etc.

Community Carers must therefore be prepared to work in an unsupervised situation and be prepared to give attention to the needs of the service user as well as the performance of practical tasks.

## **Job Summary**

To ensure that the duties as defined by the Area Care Manager are delivered as detailed in the service user's care plan. Our Community Carers will be assisting our service users with the following (list not exhaustive):

- To assist with washing/showering, dressing, getting up and going to bed
- To assist with toilet functions – using the WC or commode, emptying and cleansing the commode
- To renew and/or empty catheter bags using clean, careful techniques and hygiene control procedures
- To assist the service user with prescribed dossetted medication only, with the exception of injections and controlled drugs
- To undertake health care tasks under the direction of a health care professional
- To assist the service user with menu planning, preparing a meal, if required and/or assisting with feeding and diet monitoring
- To assist with supporting clients to attend medical appointments, walking, exercising
- To assist with shopping and pension collection
- To assist in letter reading and writing, assist with aids such as talking books
- To provide companionship and conversation
- To assist in looking after pets e.g. feeding and walking
- To give support to family and other carers
- When appropriate to liaise with GPs, District Nurses and other professionals on behalf of the service user

## **Key Responsibilities**

### **Delivering a quality care service**

- To work together with Oxford Private Care's care management and colleagues in maintaining standards in accordance with the philosophy of care
- To identify and discuss care needs and outcomes of service users with Area Care Managers
- To treat individuals with respect at all times
- To report developments or significant incidents to the Area Care Manager, attend conferences/reviews as required and to record services provided on the service users' records when requested
- To support the service user with any personal care and health needs in a way that is sensitive, respectful and has been agreed with the service user in accordance with the care plan
- To maintain confidentiality at all times
- To report any breaches of confidentiality or discrimination to the Area Care Manager in line with current policy
- To promote diversity and equal opportunity
- To cover the absence of colleagues during periods of annual leave and sickness
- To adhere to Oxford Private Care's policies and procedures, ethos and ways of working
- To work as an effective and responsible member of the care team, supporting others at all times
- To wear Oxford Private Care's id badge and uniform (provided) during working hours and make sure the uniform is clean and of good appearance

## **Communication**

- To communicate effectively with service users, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communication
- Act as an advocate when representing service users
- Ensure effective communication between carers, colleagues, professionals, service user's family and friends or other people associated with the service user
- Ensure that all service user paperwork is completed in line with requirements
- To ensure that all client sheets and timesheets are returned to the office by the required day and time (Mondays by close of play)
- To complete holiday requests giving appropriate notice to the office
- To report sickness and absence as outlined by Oxford Private Care's absence procedure and complete sickness forms and return them to the office

## **Health and Safety**

- To carry out duties in line with safe working practices ensuring adherence to Health and Safety Standards e.g. safe manual handling practices
- To use all equipment provided when providing care e.g. hoists and other manual handling aids as dictated in the client's individual risk assessment
- To monitor work areas and practices to ensure they are safe and free from hazards
- To apply infection-control and food hygiene measures within the service user's home environment
- To use protective clothing and gloves
- To attend any training deemed appropriate for the role

## **Learning and Development**

- To understand the scope of the role and identify how this may develop over time
- To assist with the inducting, coaching and mentoring of new employees
- To identify personal training and development needs to participate in the staff personal development programme
- To participate in team meetings, supervisions and appraisals and any relevant training
- To maintain a staff folder with policies and procedures and to be familiar with them
- Disseminate learning and information to other team members in order to share good practice and inform others about current and future development (eg. courses)

## **Person Specification**

### **Qualifications and Skills**

#### Essential

- Eligibility to work in the UK
- Ability to read, write and speak English in order to communicate effectively
- Good written communication skills for recording information clearly and concisely
- Full UK Driving Licence

- Ability to travel with own transport to and work in a variety of different locations around Oxfordshire
- Ability to work alone in a service user's home
- Ability to work flexible hours to suit work shifts
- Good time management skills
- Good organisational skills
- Ability to undertake basic mathematical calculations in order to support clients with basic financial transactions such as shopping etc
- Willingness to undertake all essential training and training relevant to the role when required
- Maintain confidentiality of service users, colleagues, and Oxford Private Care at all times

#### Desirable

- NVQ Level 2 in Care or equivalent diploma (working towards or achieved)
- GCSE English Language or an equivalent recognised qualification
- GCSE Mathematics or an equivalent recognised qualification
- Health and Safety qualification
- Basic Food Hygiene Certificate
- 3 day basic care course or equivalent
- Experience of working with the elderly and/or vulnerable adults

### **Personal Qualities**

#### Essential

- Friendly, positive and confident person
- Reliable with good time keeping
- Good interpersonal skills
- Team player with a flexible attitude
- Caring and committed to enhancing the lives of our service users
- Treating individuals with dignity and respect
- Endorsement of our brand values of Commitment, Professionalism and Respect
- Ability to work on own initiative
- Team player
- Ability to work flexibly around the needs of our service users
- Enthusiasm

### **Experience**

#### Essential

- The ability to work on own initiative and without basic supervision
- The confidence to liaise and work with other professionals and agencies, i.e. doctors, district nurses, physiotherapists etc
- The drive and desire to promote and enable a client's independence

## Desirable

- Experience of domiciliary care obtained either in employee's own household, in voluntary work or in paid employment
- Experience of working 1 to 1 with an elderly or dependent client
- Familiarity with the needs of service users needing care
- The ability to relate positively to dependent clients and other carers in their own homes

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the service users and in keeping with the general profile of the role.