

Position: Home Care Assistant – Plymouth

Responsible To: Team Leader

Job Description

Home Care Assistant are an integral part of the 4uSupport team providing high quality care and support needs to service users in a way that respects the dignity of the individual and promotes their independence in order to live independently at home.

Duties and Responsibilities of the Home Care Worker

- To ensure the duties that are assigned to you as the Home Care Assistant are carried out at the nominated times and in accordance with the service users support plan.
- To respect the service user's dignity, privacy, independence and confidentiality in their own homes.
- To keep accurate records at all times.
- To wear the 4uSupport uniform in accordance with company policy, closed sensible shoes and have your identification badge at all times.
- To comply with the National Minimum Standard, Domiciliary Care Regulations 2002 and the employee handbook.
- To alert any signs of abuse to the Registered Manager.
- To inform the office of any changes which is prejudicial to the health and wellbeing of the service user.
- To attend meetings and supervisions as required.

Tasks

Below is a list of tasks that you, as a Home Care Assistant, may be required to carry out while working for 4uSupport Ltd. This list is a guideline only, covering the main topics.

- To assist the service user with their personal hygiene needs including bathing/ showering and dressing.
- To write legible and factual records of day to day events as required.
- To prepare meals and snacks for the service users and possibly assist with feeding where necessary.
- To undertake shopping and financial transactions on behalf of the service user in accordance with the company's policies and procedures.
- To assist with medication tasks.
- To transport service users to appointments, shopping or on outings as and when required. This is subject to having business insurance
- To help and promote social activities
- To undertake domestic cleaning tasks.
- To promote continence management including catheter/stoma care and emptying commodes.

Personal attributes

It is essential that Home Care Assistants possess the following qualities:

- Self-motivated and well organised
- Flexible
- Caring and sensitive to the needs of others
- Ability to use own initiative
- Ability to communicate effectively

Training

All staff must attend a 1 day induction, training course and shadowing before starting work at 4uSupport. All staff will then complete the care certificate training over a 12-week period which is paid per hour of attendance. This covers all aspects of health and social care including infection control, health and safety, safeguarding, mental capacity and much more. Additional training is provided according to ongoing personal development needs with the company.

Annual leave

All employees are paid statutory holiday pay. This is calculated according to the number of hours worked and will be paid pro rata.

Hours of Work

Working hours can vary between Monday to Sunday 7am -11pm (Including all bank holidays) and hours of work to be agreed on a weekly basis according to agreed shift pattern of availability. Hours of work cannot exceed 48 hours per week as specified by the Working Time Regulations unless the Employee has signed a voluntary opt out from the regulations. Employees are entitled to scheduled breaks/lunch breaks but these are unpaid and are negotiable depending on shift patterns.

Pay

The rate of pay is as follows:

Monday – Sunday is £7.90ph, plus 30p paid travel time and mile travel expenses. Pay period is fortnightly.

All time spent training is paid after completion of induction and shadowing.