

Home Carer

Purpose: To provide care and support to clients and their teams			
Qualifications: Care Certificate			
Reporting To: Care Management Team			
<u>Job Role</u>	<u>Desirable skills, knowledge and attitude</u>	<u>Success Criteria</u>	<u>Training needs</u>
To provide person centred care to clients ensuring that care plans are followed, visits are recorded and any concerns or issues are alerted to the office team.	- Experienced Care worker with knowledge and expertise in the care of a variety of clients - Communicate with other staff members in a professional way.	Clients are happy, safe and well cared for	<u>Level 1 Care Certificate</u> <u>Mandatory Training</u> <u>Continuing professional development</u>
To care and support clients with the following - Washing dressing - Oral care - Incontinence support - Hair care/grooming - Foot and hand care - Visual assessment of the client - Meal preparation - Companionship - Lifts to amenities - Domestic chores	- Washing, showering and personal hygiene - Visual assessment of the client - checking for wounds, mobility, pressure sores, general appearance, mood - Delegated health care tasks – blood pressure, PEG training, stoma care, wound dressing etc	- Clients are content - Logins are correct - Notes are comprehensive and factual - Spotchecks passed - Good client feedback	- Training in delegated health care tasks - Cleaning induction - Food Hygiene Certificate
To complete and update care plans for allocated clients - Ensure care plans are detailed and meet the unique needs of the client - Inform office of any changes to care and ensure that plans are kept up to date. - Liaise with the office on GSF coding	- Care planning and reporting skills - Knowledge of Birdie system - Excellent Communication both written and oral - Proactive and responsible	- Care plans are up to date - QA's are completed on time - GSF coding is in place	

Home Carer

Medication stock control/audit and storage • Ensure medication is ordered and collected on time • Check medication delivered/received is correct • Store medication safely in line with medication policies • Ensure it is available and in the correct order • Notify the office of any changes required on the MAR • Disposal of any medication no longer required/out of date & liaise with the office	• Knowledge of Home Straight Medication Policies	• Successful spotcheck • No meds errors • Stocks are up to date and re-ordered • MAR up to date	• Mandatory Meds training • Level 2 Medication Certificate
Meal plans/shopping/appointments/domestic chores • Support the client with meal plans using the care plan and visit records as a guide • Support the client with shopping lists and planning • Organise and undertake domestic chores such as cleaning/laundry and incorporate into visit plan and task lists • Assist client to make and keep appointments	• Food hygiene Certificate		
Identify health and safety needs of clients • Identify hazards and mitigations & report to the office. • Respond to any health and safety concerns or incidents, notifying the office and teams and ensuring risk assessments are updated	• Health and Safety Certificate • Knowledge of health, safety and risk assessments • Proactive and responsible • Whistleblowing policy • Health and Safety policy	• Health and safety concerns and incidents are reported	