



JOB TITLE: Home Care Worker

REPORTS TO: Coordinator

JOB PURPOSE

To be part of a team delivering our Mission Statement; Providing Outstanding Personal Care and Support.
To assist service users to live at home as safely and as independently as possible.

PHILOSOPHY OF CARE

Our Philosophy of Care underpins everything we do. That is, to provide high quality services that are flexible and responsive to individual needs, always ensuring the following:

Dignity and Respect

Understanding and respecting service users' needs and preferences, and treating them with dignity.
Ensuring privacy and avoiding unnecessary intrusion.
Treating people fairly and without discrimination.

Responsive, Compassionate Care

Providing flexible support that adapts to a service user's changing needs.
Providing support delivered by those who really care and who are sensitive to each service user's needs.
Ensuring regular reviews of care needs, involving the service user at all times.
Responding to service user queries in a timely manner.
Protecting service users from neglect, abuse, or avoidable harm.

Realising Potential

Helping service users with their right to achieve all they can, as independently as they can.
Supporting people to make informed choices, including taking personal risks.
Assisting service users to participate fully in their community.

Our Philosophy of Care is reflective of the Health and Social Care Standards which are the standards that service users can expect when using our service. It also incorporates the sentiment of the SSSC Codes of Practice which every Social Service employee is required to adhere to.

KEY RESPONSIBILITIES

1. To carry out care and other tasks as specified in the Service User's individual care plan, to a high standard in accordance with Carers Direct Limited policies. This may include:
 - Prompt / administer medication.
 - Assist with / supervise / encourage a toilet regime and maintaining continence.
 - Assist with / supervise / encourage personal hygiene including dressing/undressing, bathing/showering and oral care.
 - Assist with / supervise / encourage mobility.
 - Assist with / supervise / encourage meal preparation.
 - Assist with / supervise / encourage mobility and with the safe use of equipment where applicable.
 - Assist with / supervise / encourage home management where applicable (e.g laundry & domestic tasks, shopping etc)

2. To contribute to accurate and detailed record keeping whilst maintaining the Service User's right to privacy and confidentiality.
3. Where appropriate, under the guidance of the management, liaise with Service User's relatives, G.P. and other health and social care professionals contributing to care, in order to promote good communication and quality of service.
4. To be aware of changes in the Service User's general, emotional and mental health, and to report these to your line manager and relevant health professional to ensure the Service User's wellbeing.
5. To take part in training as required by the management to improve personal skills and knowledge.
6. To adhere to legal, best-practice and policy requirements.
7. To contribute to updating of Service User's individual service/care plan, and to take part in any reassessment of Service User's care needs.
8. If shopping support is required, ensure that full and accurate records of transactions are kept for inspection and that adequate security for Service User's monies is maintained.

GENERAL

This is a general description of the duties of a carer. The responsibilities listed above are neither exhaustive nor exclusive. The carer may be required to undertake other reasonably determined duties within their capabilities, without changing the general nature of the role.

Following appropriate consultation, the Job Description may be subject to revision, depending on the future needs of the post and the organisation.

This position involves 'regulated work' as defined by the Protection of Vulnerable Groups (Scotland) Act 2007. As such, a PVG check will be required before an offer of employment can be made.