



Give Our All- Respect All – Question All – Help All

JOB DESCRIPTION — CAREGIVER.

This job description applies when you accept an assignment from CAROLINE CARES FOR YOU LTD to work in the position detailed above

Purpose of Position:

CAROLINE CARES FOR YOU LTD is a care service which provides a package of personal care, which is tailored for each client in the form of a care plan carried out by the Caregiver.

CareGiver duties:

Include assisting the client with a variety of duties, and in doing so the caregiver will observe and respect the client's dignity, privacy and independence as far as is practical, keeping them safe within their own home.

Principal responsibilities – Caregiver

1. To provide personal and practical care services for people with a wide range of illnesses and disabilities.
2. To assist clients with getting up in the morning, dressing, undressing, washing, bathing and the toilet where necessary.
3. To help clients with mobility problems and other physical disabilities, including incontinence and help clients use care aids and personal equipment.
4. To help care for clients who are dying.
5. To help in the promotion of mental and physical activity of clients through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreation.
6. To make and change beds; tidy rooms; do light cleaning and empty commodes.
7. To launder clients' clothing.
8. To set tables and trays, serve meals, feed clients who need help, prepare light meals and wash up, and tidy and clear away as per Health and Safety guidance and hygiene regulations.

9. To read and write in log-book records and take part in staff and clients' meetings and in training activities as directed.
10. To collect pensions/shopping.
11. To conform to all policies, procedures and guidelines laid down by CAROLINE CARES FOR YOU LTD in respect of carrying out these care duties and in other administrative aspects of the business, as relevant. (See staff handbook)
12. To be available to work as and when agreed with CAROLINE CARES FOR YOU LTD giving, where possible, 24 hours' notice of any cancellation.
13. To carry out accurately, and in a competent manner, instructions from managers and supervisors, adhering to the care plans of individual clients.
14. to actively talk- and listen to clients, allowing for their personal choice in their own home.
15. To ensure all home visits are for the time allowed, as scheduled and request the client's communication diary is completed with times and dates on each visit, showing accurate time of arrival and departure. Deliver timesheets weekly to CAROLINE CARES FOR YOU LTD's office for processing.
16. To maintain accurate, concise, up-to-date and timely records of the client's care, diary sheets, medication forms, financial transaction sheets and timesheets.
17. To return all relevant paperwork to the office where deemed necessary by the company.
18. To document each visit in the daily log, detailing tasks undertaken, any changes which have occurred and other relevant information. To write clearly, showing accurate time of arrival and time of leaving, with accompanying date and signature. To be considerate in respect of written comments made in the daily log so as not to unduly or unintentionally offend or upset the client as they and their family/representatives are entitled to read it.
19. To work only within CAROLINE CARES FOR YOU LTD's regulations regarding the handling of clients' finances, ensuring accurate documentation and receipting of any transactions.
20. To be familiar with CAROLINE CARES FOR YOU LTD's Health and Safety Policy and to promote safe working practices. To ensure full compliance with infection control procedures, following company policy.
21. to report and record any accident or incident which may occur – no matter how minor, whether to the client or caregiver.
22. To report back to the manager(s) or supervisor(s) on any aspect of the client's care which, in the view of the caregiver, warrants investigation or urgent action.
23. To report immediately to management any noticeable changes in health, behaviour or circumstances of clients – maintaining the client's right to privacy and confidentiality.
24. To participate in reviews of clients' care plans as required.
25. To be aware of, and comply with, the tasks and activities which must NOT be undertaken as part of care duties, as detailed in CAROLINE CARES FOR YOU LTD's Policy on Prohibited Duties (see staff handbook).
26. To advise supervisors and/or managers of any perceived problems or difficulties experienced with the service provided to clients. (See handbook in order to whistle blow)

27. To advise supervisors and/or managers of any ideas which might enhance or improve the level of service delivered to clients?
28. To perform such other duties as may reasonably be required.
29. To participate in induction and foundation training and regular in-house training as directed by managers or supervisors. To make yourself available on a regular basis at an agreed, appointed time to assess and review your personal and professional progress which will be recorded on your personnel file, which is available for inspection on request. This will be carried out as either a one-to one, supervision, team meeting, evening update session or annual appraisal.
30. Contact and visit clients as directed by the organisation to carry out client reviews:
 - (a) Ensure review questionnaires are completed.
 - (b) Ensure all paperwork in the clients' files has been completed and client information recorded in line with company policy. Check that all forms are being completed correctly. Remove and replace used forms as required.

**Personal Attributes:
Essential Criteria:**

The following personal attributes are considered essential to the post of caregiver:

1. Caring
2. Organised
3. Flexible
4. Self motivated
5. Sensitive to the needs of others and to the sick or infirm
6. An active team player but also able to work on own initiative
7. A good communicator.
8. Effective & responsive to the clients needs.

Caregivers are promoted from within the organisation, according to their achievements and skills development. Aptitude, commitment and a readiness to embrace training are all taken into consideration. Promotions, where appropriate, follow annual performance appraisals.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff must respect the requirements set out in the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work, etc. Act 1974. All staff must also ensure that they read and abide by the Code of Practice of the skills for care and code of conduct in Action.

Signed read by

Print Name.....

Date read

