

Job Description for Community Carer



Our mission:	Meeting people at their point of need
Job title:	Community Carer
Reports to:	Care Manager / Nurse Co-ordinator
Accountable to:	Service Manager / Registered Manager
Based at:	SPDNS House, 449 London Road, Westcliff on Sea SS0 9LG Hospice at Home: 45- 47 Alexandra Street, Southend on Sea, Essex SS1 1BW or St Luke's Hospice, Nethermayne, Basildon SS16 5NJ

Job purpose

The role of Community Carer is to provide sensitive and professional care and support to people in their own homes working with vulnerable adults and older people or those at the end of their life.

Key tasks & responsibilities

- To understand and implement the agreed care plan to help individuals to be cared for and remain at home safely, effectively and compassionately. Offering service users choice and helping to maintain their independence. Ensuring their safety and comfort and supporting their carers.
- To communicate effectively and appropriately with individuals and their families, paying particular attention if they have hearing or speech problems.
- To ensure the needs and concerns of the family are addressed and included in any care episodes if they are in the home.
- To communicate with families and informal carers to support their care with information and instruction appropriate to their level.
- To carry out personal care tasks with individuals while preserving their privacy and dignity, including washing, dressing, providing assistance to get up /go to bed, assist with meals, feeding, continence management.
- If assessed as needing help, to assist individuals with their medication, according to SPDNS Policy guidelines, including administering of medication and subsequent recording.
- To encourage/support mobility & abide by moving and handling guidelines.
- To carry out any essential domestic duties as agreed in the care plan.

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- To keep accurate records at all times.
- Report any concerns or changes to the Care Manager/Nurse Co-ordinator as soon as possible.
- Ensure all duties are carried out in a confidential way, preserving the dignity and respect of the individual and taking into account their wishes/choices wherever possible.
- Attend all mandatory and specialist training courses relevant to your job as well as attending supervision sessions and an annual appraisal.
- To work to a rota system, this includes unsociable hours (weekend/evening working) & be reliable and punctual.
- Health & Safety is an integral part of any role within SPDNS. You are required to be familiar with and comply with SPDNS Health and Safety Policies which include incident reporting, and related policies & procedures.
- To ensure that standard principles of infection prevention and control are followed at all times to protect individuals and colleagues from you passing on any infection.
- To safeguard individuals at all times and report any concerns to your Manager immediately as per SPDNS policy. Safeguarding means your responsibility for ensuring the safety of the individuals you are caring for and protecting them from abuse of any kind.
- To be responsible for ensuring wherever possible that you gain consent from the service user (or their representative) when you commence providing care. Where consent cannot be gained that you always act in the best interests of the individual for day to day decisions according to guidelines in the Mental Capacity Act 2005.

Other duties:

The post holder may be required to undertake any other duties, or provide support, appropriate to the level of the post.

Key Relationships

SPDNS managers, supervisors and colleagues

Service Users and their families/carers

Primary/palliative care/ Hospital MacMillan and multi-disciplinary teams

Members of the public

Where part of a partnership, maintaining relationships with key personnel of the other organisation (e.g. Fair Havens and St Luke's Hospice)

Social Care Providers

Person Specification

In order to be able to carry out the duties of this post effectively and safely, candidates will be required to provide evidence of the following:

Essential attributes	Desirable attributes
<p>Qualification and training</p> <p>To undertake and complete induction training and where applicable, complete the Care Certificate within 12 weeks.</p> <p>Willingness and ability to work towards QCF level 2 or 3 in health and social care and any other training relevant to the post</p>	<p>The Care Certificate</p> <p>QCF (or NVQ) level 2 or 3 in health & social care</p>
<p>Skills/experience</p> <p>Good communication skills, both verbally and in writing</p>	<p>Previous experience of working in a caring environment or having cared for someone. For those working in Hospice at Home teams, experience of caring for people with life threatening and life limiting conditions.</p>
<p>Personal qualities</p> <p>Caring, patient, sensitive & compassionate nature. The ability to be non-judgemental and understand the need to behave in a non discriminatory way towards others</p> <p>Ability to undertake work which can be both emotionally & physically demanding</p> <p>Ability to work effectively as part of a team in a locality</p> <p>Ability to maintain a high level of confidentiality and maintain accurate and up to date records</p> <p>Ability to work unsupervised and use own initiative when required</p>	
<p>Circumstances</p> <p>The post-holder will be required to travel and must have a car, a current, valid driving licence with insurance cover for business purposes.</p> <p>Commitment to work evenings and weekends on a rota basis</p>	

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