



## Job description

**Job Title: Home care assistant**

**Location: Various**

**Responsible to: Management & Senior care staff**

### Job purpose

To provide practical assistance of the highest quality to vulnerable people in their own homes by assisting them with tasks of daily living in a way that respects the dignity of the individual and encourages independence.

### Responsibilities

1. To assist with the planning and co-ordination of the delivery of services to service users ensuring that their personal, physical, emotional, social and spiritual needs are met.
2. To ensure that the service provides opportunities for service users to exercise self-determination and choice and to participate in the life of a wider community.
3. To ensure that the personal dignity of each service user is promoted and upheld and that their privacy is respected.

### Main duties to include:

To assist service users who need help with getting up in the morning and going to bed in the evening, dressing, undressing, washing, bathing and visiting the toilet.

To help service users with mobility problems and other physical disabilities, including management of incontinence and help in the use and care of aids and personal equipment.

To help and support service users at end of life.

To help in the promotion of mental and physical activity of the service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations.

To undertake a variety of general household duties including making and changing beds, assisting with preparing cooked meals, to feed service users who need help, washing up and leaving all areas tidy and washing items of laundry.

To shop for food and other items, collect pensions and prescriptions and other local essential visits.

To prompt medication as prescribed and within the Health and Social care protocol (Revised December 2015) guidelines for social care staff.

### Other duties:

1. Contribute to the development of and assist with the implementation of individually planned programmes of care and activities according to each service user's needs.
2. To maintain and update service users records and ensuring that the manager is informed of any change in the health or circumstances of a service user.
3. To develop and maintain relationships with service users, families, friends and advocates.
4. To attend/ contribute to staff and service user's meetings.
5. To respond to emergencies or unusual situations.



6. To deal with callers to the service users home (if requested)
7. To comply with Melton Care Services guidelines and policies at all times.
8. To encourage service users to remain as independent as possible.
9. To undertake any reasonable tasks relating to the provision of care and perform such other duties as may reasonably be required.
10. To undertake direct tasks and participate in flexible working as required.

### **Special Instructions**

To undertake the duties of the job in accordance with relevant legislative requirements, including Health & Safety.

To respect at all times the confidentiality of all matters that they may learn during their employment and to respect the requirements under the Data Protection Act 1998.

To undertake training as required.

To maintain an awareness of current legislation issued orally or in writing e.g. by a manager, at staff meetings or through information bulletins, handouts, etc

To follow universal precautions with particular regard to regular and effective hand washing and to maintain good infection control.

Hourly wage is between £9.00p/h and £10.50 p/h

Various hours available mainly early mornings and evenings, but hours are flexible.

We are zero-hour contracts during the probation period with the opportunity for a fixed contract after that.

Please send CV's to [alpa.chauhan@leicester.gov.uk](mailto:alpa.chauhan@leicester.gov.uk)