

PJ04 - Job Description - Carer

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title:	Carer
Reports to:	Senior Carer/Nurse/Manager
Job Overview: (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)	<p>To provide care in accordance with best practice and legislative requirements, reflecting policies and procedures and agreed standards under the direction of the Senior Carer/Nurse</p> <p>To support and enable Clients to maintain skills and personal interests whilst delivering person-centred care unique to each individual</p> <p>To maintain skills at a current level, undertake such training and development as required from time-to-time to maintain and progress knowledge</p>
Location:	Maria's Homecare Companions Ltd, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
Working Hours:	varying shift patterns as agreed with the manager.

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Responsibilities and Duties of the Job	
Role Specific Duties:	<p>Ensure Clients are at the heart of care delivery and their wishes and preferences enhance their wellbeing To contribute to the efficient running of the service Support Clients to maintain their relationships and connections with the local community Ensure Care Plans and other information about how to support Clients are followed Be responsible for informing the Senior Carer/Nurse of any changes in the needs of Clients</p>
Working with Others:	<p>Develop effective working relationships with other employees within Maria's Homecare Companions Ltd Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for Clients If desired by the Client, maintain and develop relationships with family, friends and other people important in their life</p>
Leading by Example:	<p>Seek opportunities for personal and professional growth Be a role model for other carers and be an ambassador for the service Be professional, polite and reasonable at all times</p>
Personal Responsibilities:	<p>Knowledge of, and work within, the Fundamental Standards Understand the regulatory framework that governs the service, including the role of CQC and their requirements Commit to achieving the relevant qualifications commensurate with the role Attend statutory training and any other training as directed by management Understand and follow all policies and procedures relevant to the role Be open to learning opportunities</p>

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Person Specification

Specific Requirement for Qualifications	Essential	Desirable
Good English - Written and verbal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
RQF qualifications in Social Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Skills	Essential	Desirable
<p>Proficient Written Skills</p> <p>Maintain all Care Plans/care records in accordance with Maria's Homecare Companions Ltd policy</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Leadership Skills</p> <p>Ability to induct and orientate new employees to the job role and service Provide Clients with support/assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the bathroom Communicate any problems, concerns or changes to Clients' family members as needed</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Communication Skills</p> <p>Carers must build rapport with Clients by establishing personal connections and showing interest in their lives Carers must be able to communicate effectively with Clients Carers must have the communication skills to inform colleagues, management and professionals about the needs of Clients</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Problem-Solving Skills</p> <p>Carers need to be able to adapt and address situations quickly Plan, develop, implement and assess approaches to promote health and well-being, whilst recognising and reporting situations where there might be a need for protection</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Previous Experience	Essential	Desirable
Previous experience of working in similar environment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous experience of working in similar role	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience of working with Clients, in particular, those that may have additional support needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Value-Based Personal Qualities

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> Involve Clients, family, external agencies & colleagues Speak up when things go wrong
Respect and Dignity	<ul style="list-style-type: none"> Understand person-centred care and can demonstrate treating people as individuals and respecting choices Promoting independence and encouraging appropriate risk taking
Everybody Counts	<ul style="list-style-type: none"> Ensuring no one is discriminated against or excluded Understand human rights and impact on care delivery Facilitating people to 'speak up' about concerns and acting upon them
Commitment to Quality of Care	<ul style="list-style-type: none"> Striving for quality in everything we do recognising and understanding what quality in care means for people using the services Being accepting about criticism and focusing on improvement Being open to new opportunities for learning and identifying the limits of skills and knowledge
Compassion	<ul style="list-style-type: none"> Treating people with kindness Understanding the importance of empathy in all areas of employment Understanding the values of others and always providing a caring service
Improving Lives	<ul style="list-style-type: none"> Focus on how things could be done better and sharing ideas Understanding of wellbeing and what is important to people using the service Improving outcomes for people Ensuring appropriate services are provided for people using the services