

JOB DESCRIPTION

Job Title: Care Workers

Responsible to: Care Co-ordinator / Deputy Care Co-ordinator / Extra Care Manager (as applicable)

Responsible for: Not Applicable

Job purpose

To provide ongoing care and support to service users in line with the requirements of individual care plans, company procedures and CQC standards ensuring a professional and empathetic manner is displayed at all times.

Principal Responsibilities

1. To assist service users with personal care, domestic support and accessing the community needs in a variety of settings in line with all aspects of the individual care plan ensuring a high standard of person centred care is provided at all times.
2. To positively promote the service users right to privacy and ensure dignity is maintained at all times and in line with associated duties.
3. To ensure all necessary paperwork associated with the role is completed in a timely and accurate manner in line with organisational policies and protocols.
4. To ensure service user visits are completed in a punctual and reliable manner in line with issued rotas and any related concerns are raised immediately with your manager.
5. To ensure the principles of confidentiality are maintained at all times and any concerns relating to Service Users are raised immediately with managers.
6. Ensure any financial transactions are completed accurately and in line with company protocols and procedures.
7. To act in a professional manner and personally promote St Anthony Care Association equality principles in all aspects of employment and service delivery in line with company procedures, ethos and values.
8. Adhere to safeguarding principles raising any concerns as appropriate in conjunction with your role
9. Ensure any specialist personal support requirements are completed in a safe manner and in line appropriate policies and protocols.

10. To adopt a flexible approach to the allocation of work in line with operational requirements.
11. Report any individual concerns and / or complaints from service users to managers in a timely manner.
12. To attend and contribute to training as and when required in relation to the provision of care related work.
13. To attend and contribute to planned internal and/or external meetings at the request of the organisation.

This job description is a guide to the principal responsibilities of the role and is not intended to be an exhaustive list of duties. Therefore, it will always be subject to review in light of changes to the role and the work of the Company.