

## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **Personal Care Team Member**

**Responsible to: Manager**

#### **Purpose of Position**

To share with other staff in meeting the personal care needs of service users in a way that respects the dignity of the individual and promotes independence. Care provided by care assistants is expected to include care that would reasonably be given by members of the service user's own family and is not expected to include tasks that would normally be expected to be undertaken by a trained nurse.

#### **Principal Responsibilities**

1. To assist service users who need help with getting up in the morning, dressing, undressing, washing, bathing and the toilet.
2. To help service users with mobility problems and other physical disabilities, including incontinence and help in use and care of aids and personal equipment.
3. To care for service users who are temporarily sick and needing, for example, minor dressings, bed nursing, help with feeding, etc.
4. To help care for service users who are dying.
5. To help in the promotion of mental and physical activity of service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations.
6. To make and change beds; tidy rooms; do light cleaning and empty commodes.
7. To set tables and trays; serve meals; feed service users who need help; prepare light meals and wash up; tidy and clear the dining room.
8. To perform such other duties as may reasonably be required.
9. To comply with the companies guidelines and policies at all times.
10. To report to the manager any significant changes in the health or circumstances of a service user.
11. To encourage service users to remain as independent as possible.

12. To comply with the Telephone Recording System (TRS)
13. To ensure that home file records are maintained.
14. To carry out duties in accordance with the Personal Service User plan (care plan).
15. To complete medication record if applicable.
16. To complete mileage record in order that mileage allowance can be paid.
17. To complete accident / incident form in the event of an accident/incident.
18. To undertake required training.
19. You will be required to comply with the code of conduct and practice of the General Social Care Council
20. You will be required to notify Medevent Limited immediately if you commit or are charged with a criminal offence, including a motoring offence, during your employment.

#### **Person Specification —Essential Criteria**

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

- (a) self-motivated
- (b) organised
- (c) flexible
- (d) caring
- (e) sensitive to the needs of others and to the sick or infirm
- (f) an active team player but also able to work on own initiative
- (g) a good communicator.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. The infection control policy must be adhered to at all times for the benefit of staff and patients. All staff are expected to respect the requirements under 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 protect vulnerable persons and reports any safeguarding incidents immediately**