



Vincentian Care Plus

www.vincentiancareplus.org.uk

Job Description

JOB TITLE: Home Care Worker

Accountable to Care Coordinator

Vincentian Care Plus is a quality Home Care provider operating from the inspiration of the Sisters of Charity of St. Vincent de Paul, in the spirit and values of St. Vincent de Paul which include Compassion, Kindness, Trust, Respect, Quality Care, Cheerfulness and going the extra mile!

Job Summary

To carry out assigned activities and tasks and to provide personal care, general household assistance and companionship for Service Users in their homes. This role is performed in accordance with the Vincentian Care Plus Staff Handbook and Vincentian Care Plus' Policies and Procedures.

Key Accountabilities

- To maintain professional standards of care and behaviour at all times, and to promote Vincentian Care Plus' vision and values in a positive manner
- To provide good quality care and support for the Service Users in their homes
- Once work has been assigned, to plan your journey and allow plenty of time to get there on time
- To ensure all visits are clocked in electronically or recorded on a time sheet
- To provide prescribed care that has been outlined in the Care Plan
- To document and maintain clear and accurate records of care given
- To advise your Field Care Supervisor or Care Co-ordinator or the office of any incidents or situations that cause concern or threaten Service User or Carer safety
- To be aware of the importance of safeguarding vulnerable adults and report immediately any concern related to possible abuse of the Service User
- To be kind, patient and sensitive to the needs of people from a variety of backgrounds and cultures
- To have an awareness of the responsibilities related to maintaining Service User and Employer confidentiality and Data Protection
- Identification – always to carry the Vincentian Care Plus ID badge when undertaking duties for Vincentian Care Plus

The Care Worker reports directly to the Field Care Supervisor or the Senior Carer, and serious issues are to be raised with the Registered Manager. It is the responsibility of the Care Worker to report any changes or alterations of care or in the condition of the Service User and/or the working environment. The Care Worker is responsible and accountable for their actions and the care that they provide to Service Users.

Reporting Mechanism

There is the expectation that the Care Worker will communicate regularly with the Field Care Supervisors and Care Co-ordinator. Work schedules will be provided every day. Employees are expected to have their phone on during working days so that the office can contact them easily.



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Personalisation

Vincentian Care Plus actively promotes the wishes, choices and independence of Service Users to ensure they receive a personalised service. As a Care Worker you will need to be responsive and flexible to the changing needs of your Service Users and report these to the office.

Outcome Focussed

Vincentian Care Plus follows the 'outcomes' model of care and support, where specific goals and desired outcomes are planned at the beginning of a Care package, with the input of the Service User, family and other professionals. Delivery of care is always undertaken with these outcomes in mind, with regular feedback from carers essential in monitoring the progress of the Service User.

Working Relationships

Most common external contacts include:

- Service Users, their families and significant others
- Community Care providers, and other Health professionals e.g. Doctors, DN's, pharmacists
- Care Managers, Social Services, Community Mental Health Teams, Hospital Discharge Co-ordinators

Most common internal contacts include:

- Field Care Supervisor/Care Co-ordinator
- Registered Manager
- Colleagues and office staff

Position Requirements

- To be mature and responsible with a friendly and helpful manner
- To have the ability to work in different Service Users' homes
- To be practical, punctual, tidy, and able to follow instructions
- To be motivated and have the ability to organise your own time
- To manage well different presenting needs of older people including dementia, mental health needs, physical disabilities and social deprivation
- To have good written and oral communication skills
- To be committed to being compassionate, kind, and sensitive to the needs of other cultures

Quality Vincentian Care Plus values every member of its staff and recognises that they are its greatest resource. All staff are expected to work towards the continuous improvement and quality of the services provided and the reputation of Vincentian Care Plus.

- Vincentian Care Plus will initiate performance reviews during and at the end of the induction
- Care workers are required to undertake training and development according to the role
- Vincentian Care Plus will organise supervision and training to support each Carer's professional development and improve the skills and quality of care and support provided.

To undertake any other duties commensurate with the grade of the post.

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