

Bluebells

RESIDENTIAL HOME

STAFF JOB DESCRIPTION

JOB: CARER

REQUIREMENTS: NVQ in Care at level 2 or above (or working towards)

JOB SUMMARY: To participate as a full and active member of the care team in providing a high standard of client care. You may be asked to assist with duties other than outlined below and carry out some duties unaided and unsupervised. Senior Carers will have delegated responsibilities, with the manager maintaining overall responsibility for the shift.

ACCOUNTABLE TO: The Home Manager

DETAILS OF RESPONSIBILITIES:

To carry out instructions from senior management team accurately, professionally and promptly.

Day to day management of a defined area.

To be observant of any changes in the clients' condition and to report to the Manager.

To be fully conversant with the correct moving and handling techniques, use of handling aid, and to be personally responsible for attending updates in these respects.

To be fully conversant with the Fire Procedures and use of equipment and to be personally responsible for ensuring attendance at regular fire lectures and drills, at least annually.

To be conversant with Health and Safety policies and to report any accidents or unusual occurrences to clients, staff or self, promptly to the Manager or Senior Management Team.

To be conversant with all policies and procedures as laid down by the Company.

To participate in staff meetings as required.

To attend courses and in-service training as and when it is offered.

To ensure agency staff is given clear guidance about tasks delegated to them.

To ensure safe-keeping of clients' clothing and property.

To maintain confidentiality of clients in all respects.

To be fully conversant with clients' care plans, notes and assessments.

Bluebells

RESIDENTIAL HOME

To have the ability to write clients' care plan and to write accurate and comprehensive daily reports on care given.

To wear uniform in full whilst on duty.

To maintain a happy, healthy working relationship, this will be conducive to a professional atmosphere.

To adhere to the policy of not accepting gifts from clients without the permission of the manager.

To adhere to the home's no smoking and mobile phone policy.

1. DUTIES

Direct client care – Care of client's hair, teeth, nails and general hygiene. Assist with washing clients in bed and in a bath. Assisting clients in and out of bed, accompanying them to the toilet.

Feeding clients and distributing meals – help clients to prepare for meals, assist them to the dining room, distribute meals, clear plates etc to the kitchen. Feed individual clients when required. Be aware of special dietary needs of clients.

Bed making – Making of empty beds. Bed making and linen changing with clients in bed. Cleaning vacated beds.

Observation and collection of specimens – Giving and removing pans, urinals and commodes. Saving of specimens as required (e.g. Urine, stool, sputum and vomit)

Medication round – Conducting medicine rounds in accordance with the Home's policy on medication administration.

Recording – Measuring and recording client's weight and reporting any changes. Taking and recording blood pressure and pulses. Monitoring blood sugar of diabetic clients.

Pressure areas – Moving, turning and transferring clients as needed. Recognising at risk clients, reporting accurately any changes in skin integrity. Use of pressure relieving aids.

Cleaning – Sharing the responsibilities for basic cleanliness of the Home, as directed by the manager or senior management team in co-operation with the housekeeping team.

Activities – To participate and arrange recreational activities for the clients.

Bluebells

RESIDENTIAL HOME

Meeting with other Health Professionals and Doctors – Escorting doctors when visiting and being on hand to answer queries and questions from community nurses, doctors, care managers, etc as necessary.

Key Worker Role – To support and enable identified key working residents to maintain all aspects of their day to day care including weekly room tidy to organise personal possessions and deep cleaning.

General – answering the telephone, taking, recording, and transmitting messages accurately and fully.

NOTE: Information of a confidential nature, in particular any information relating to client, individual staff records, contract terms, wages, etc must not under any circumstances be divulged or passed on to any unauthorised person(s) in adherence to confidentiality policy.

THIS JOB DESCRIPTION IS INTENDED AS AN OUTLINE AND SHOULD NOT BE REGARDED AS A FINITE LIST OF ALL DUTIES. IT MAY BE AMENDED ON OCCASION TO TAKE INTO ACCOUNT OF ANY CHANGES IN SERVICE.

Employee Signature:

Date: