

Responsible to the Manager

PURPOSE OF POSITION

1. To share with other staff in meeting the personal care needs of residents in a way that respects the dignity of the individual and promotes independence.
2. To help in the care of the residents' physical environment and in the general day-to-day activities of the home.
3. To take delegated responsibilities in the charge of the residents in your care, to the appropriate level.

PRINCIPAL RESPONSIBILITIES

- Help in the promotion of mental and physical activity of residents through talking to them, sharing with them in their day activities, reading, writing, hobbies and recreations. This will involve trips out from the home and assisting in holiday activities.
- Assist residents who need help with bathing and toileting.
- Assist residents with the choice of suitable clothes. Put out soiled clothes for laundry.
- Help residents with mobility problems and other physical disabilities such as incontinence; help in the care and use of aids and personal equipment.
- Assist and guide residents in cleaning and tidying of their rooms and, if necessary, complete them to the required standard.
- Assist and guide residents where necessary in making and changing beds and towels in accordance with the rota.
- Report to the Team Leader any illness, unusual behaviour or other problem bearing on the resident's welfare.
- Record in the appropriate place (in English) any event bearing on the residents' welfare or the running of the home.
- Read and write reports in resident's personal records and in connection with their reviews, with a person centred approach.
- Take part in staff and residents meetings and in training activities as required.
- To record all personal care administered in a person centred way.
- Take a Keyworker role with particular responsibility for a resident or number of residents. (Refer to Keyworker role in Operational Policy).
- Assist in serving meals; assist residents at meal times if required; assist in washing up of utensils.
- Report immediately to the Team Leader any contacts or calls or visitors, which bear on the home or residents.
- Be conversant with the Health and Safety Policy and Operational Policy pertaining to the home and bring to the attention of the management any hazard or risk.
- Arrive at the home to begin your shift at the appointed time.
- Conform to the prescribed Sickness Policy in terms of reporting absences due to illness.
- To assist with on-call staffing duties approximately once a month
- Undertake other duties pertaining to the smooth running of the home that may, from time to time, be requested.

It does not form part of the support workers duties to make appointments with social or medical services or to administer prescription only drugs unless specifically instructed to do so. It is expected that support workers will check with Team Leaders before giving minor treatments (e.g. aspirins), and that they will record these on the relevant document.