

JOB DESCRIPTION

JOB TITLE:	Home Carer
DIRECTORATE:	Adult Services
SECTION/DIVISION:	Home CareTeam
GRADE:	BBU4
DATE PREPARED:	January 2012
REPORTS TO:	Home Care Coordinator / Locality Manager

JOB PURPOSE:

To provide support, encouragement and physical assistance (when required) to adults within their own home to increase their confidence and independence.

To assist with the facilitation of discharges from hospital and respite placements to ensure a timely and safe transfer to the community.

To assist with the prevention of admission to hospital by providing skilled level of support, under guidance of Coordinator and/or Locality Manager.

To ensure that all clients have an outcome focused support plan, which is updated as their independence increases.

MAIN DUTIES / RESPONSIBILITIES:

- To actively support service users within their own home to maximise / regain their independence in all aspects of their daily life, as outlined in their Individual Support Plan.
- To contribute to the continual monitoring / reviewing of the service user's progress within the Individual Support Plan, and accurately communicate any changes with the Reablement Coordinator and/or other Social Care professionals. To complete weekly Customer Measurement tool outcomes
- To build up positive working relationships with the service users and their family/informal carers, using varied communication and enabling skills according to the individual situation.
- To identify areas of need where service user may require practical assistance to ensure safety and / or regain independence (with any aspect of daily living).
- To identify when equipment may be required to promote safety and independence, and action accordingly. To include Telecare.
- To keep accurate and timely records in accordance with departmental policy, ensuring that appropriate terminology is used and satisfying legal requirements.

- To actively participate in Bedford Borough Council's supervision and Personal Development Review process.
- To assist with the general workload of the service and assist colleagues under guidance of Coordinators and/or Locality Manager.
- To attend mandatory training and participate in staff development courses as appropriate.
- To attend Briefings and Team Meetings.
- To work in partnership with other professionals / agencies and build up positive working relationships.
- To work under own initiative and as part of a community based team.
- To appropriately deal with any emergency situations with service users, which may arise during course of work, under guidance of Reablement Coordinators / Locality Manager / other professionals.
- To respect the service user's dignity and respect at all times.
- To ensure that Bedford Borough Council's policies and procedures are adhered to at all times, and ensure that professional standards are constantly met.
- To comply with Health and Safety procedures.
- To comply with Care Quality Commission (CQC) compliance to ensure high standard service provision.
- To identify alternative forms of support for individual service users, and action requests as appropriate.
- To ensure that service user confidentiality is maintained at all times.
- To attend reviews, case conferences and professional meetings, as required.
- To ensure that any areas of concern are communicated with Reablement Coordinator and / or Safeguarding of Vulnerable Adults Team.



SELECTION CRITERIA

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviours** essential to perform the post

Criterion	
A	Must have good oral and written communication skills.
B	Must be able to work without supervision.
C	Must have the ability to work to agreed care plans and follow procedures appropriately.
D	Must be able to work on own initiative and under pressure.
E	Must have the ability to carry out physical care tasks, handling and moving techniques (experience of manual handling is preferred, but training will be given).
F	Must be able to work flexible hours on a rota basis e.g. evenings, weekends, bank holidays.
G	Must have good interpersonal skills and the ability to be flexible towards customer needs and acting on the customer's behalf.
H	Must be able to work effectively as a team member.
I	Must be numerate.
J	Must have an interest and willingness to train.
K	Must have a current driving license and use of a vehicle, or be able to otherwise demonstrate the ability to travel to sites around the Borough in an efficient manner.

DBS Required (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other e.g.: auditors, solicitors
GCSX/PSN User	<input type="checkbox"/> Yes – criminal records check for unspent convictions required <input checked="" type="checkbox"/> No
Work Related Travel (please indicate as appropriate)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Ability to travel around the county <input checked="" type="checkbox"/> Designated user
Health & Safety Risk Assessment (please indicate which are applicable)	<input checked="" type="checkbox"/> Manual Handling activities <input type="checkbox"/> Regular exposure to mental pressures and demands <input type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input checked="" type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> Risk of verbal abuse <input checked="" type="checkbox"/> Risk of physical assault <input checked="" type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions