

**Job Description – Carer**

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| **Employee name:** | **Karosel Care and Domestic Services Ltd** | **Issue date:** | **September 2018** |
| **Job title:** | **Carer** | | |
| **Reports to:** | **Registered Manager** | | |
| **Main function of the job:**  (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required for the proper performance of their role).  To maintain Care skills at a current level and undertake such training and development as may from time-to-time be required to maintain practices as up-to-date.  To comply with the Care services in accordance with current best practices, according to policy and procedures, agreed standards, legislative requirements, and relevant regulations under the direction of the Manager, and within the financial plans agreed from time-to-time. | | | |
| **Location:** | All areas that the company operates in if required, to assist with the needs of the business to ensure all service users are cared for and not put at risk. | | |

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| **Care Provision** | To provide personal care and support to Service Users with a range of needs, illnesses and disabilities.  To know and understand the care and support of the Service User as defined by the individual’s Care Plan.  To encourage independence and motivation of the Service User and not foster dependent behavior.  To provide regular feedback to the Office to improve and support Service Users through their Care plans.  To assist Service Users with a variety of daily tasks dependent on their individual needs i.e. getting up in the morning and going to bed at night, wash, bath or shower, dress and undress.  To help Service Users with their general wellbeing regarding skin, teeth, hair and nails.  To assist Service Users with toileting, continence management and personal hygiene.  To assist Service Users with their medications at the agreed level of support as detailed in their Medication Risk Management Plan.  To prepare food and drink for the Service User taking the Service User’s choice, likes/dislikes, cultural requirements and nutritional needs into consideration.  To provide companionship to the Service User actively talking and listening to them about their interests. To help the Service User maintain contact with family and friends and accompany Service User on trips into the community if required.  To ensure, as safe as possible, the living environment for the Service User whilst respecting the Service User’s choice and rights. |

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| **Recording and Reporting** | To complete all necessary documentation on each Service User visit with respect to medication, care and tasks carried out in Service User Folder  To regularly read Service User Care plans to ensure up to date with any changes  To always contact the Office or Out of Hours Mobile if running late  To promptly report any issues concerning the care, wellbeing, support or behaviour of the Service User immediately and update records accordingly  To recognise the signs of abuse and report (even suspected abuse) immediately  To always ensure confidentiality with regards to Service User information and do not divulge to anyone who is not authorised to receive it  To report any complaints or concerns to the Office. |
| **General** | To wear uniform provided by Karosel Care & Domestic Services Limited and personal protective equipment as required  To aim to ensure everyone has equal treatment and equal access to service and employment  Any other duties requested by Senior Management which are within the scope of the post  To Display I.C.E on windscreen during Working hours. (Lone Working Regulations)  To adhere to Company Policies and Procedures at all times.  Ensure Service User rights are protected.  Implement action to meet and maintain Care standards.  Record relevant activities in Care Plans.  Develop effective working relationships with the other employees within the Company.  Systematically solve day-today problematic issues which arise. |