

Job Description

Post Title: Care Support Worker (Flexible Contract)

Responsible to : Team Leader / Shift Manager

Holiday/Sickness Relief : Care Support Workers and Domestic Assistants

Purpose of the Job:

To promote and adhere to the workplace values of Sheffcare:

- Care will be delivered with compassion, dignity and respect, putting the person at the very heart of care delivery
- We ensure our care is safe, effective, individualised and is continually monitored and improved to meet new standards
- We actively value the contribution of all our staff and volunteers through recognition, training and development

To provide quality care to service users in a manner which will maximize their quality of life.

To act as a Key Worker for designated service users.

To administer medication to Service Users during the night shift.

SPECIFIC DUTIES AND RESPONSIBILITIES

- 1 To be aware of and work within company policies and procedures (as determined by Sheffcare Board/Chief Executive) ensuring that all applicable legislation is implemented and adhered to.
- 2 To participate in the formulation of individual care plans in conjunction with Team Leader within the Key Worker role.
- 3 To provide individual personal care for service users in accordance with the individual care plan, having regard for their intellectual, social, emotional, physical and spiritual needs, taking account of their ethnic and cultural background.
- 4 To provide appropriate care for sick people when necessary, which may involve coping with severe illness, dying and bereavement.

- 5 To undertake medication training and once deemed competent to administer medication in line with Sheffcare policies and procedures.
- 6 To accompany service users where necessary, to hospital, clinics and general practitioner appointments and associated services, including social activities.
- 7 To sluice, wash, iron and distribute service users' clothing and bedding as appropriate, undertaking basic sewing/clothes repair as necessary.
- 8 To tidy and clean service users' personal space including the washing of chairs, commodes, wheelchairs and aids and adaptations as necessary. To undertake domestic tasks for the benefit of service users, for example, maintaining general hygiene within communal areas e.g. pot washing, vacuuming etc.
- 9 To undertake all duties/tasks relating to maintaining people's nutritional needs, as per individual care plan.
- 10 To promote and maintain independence respecting people's privacy and dignity, ensuring confidentiality.
- 11 Greet and deal with all visitors in a professional manner.
- 12 To monitor and record security and safety of the premises and the wellbeing of service users' to comply with company policy.
- 13 To understand and comply with fire precaution procedures and health and safety regulations.
- 14 To participate in meetings, reviews, staff development, appraisal and supervision as required within company policies.
- 15 To participate flexibly in rotas and routines as required by the company, including working night shifts.
- 16 To attend / undertake and fully participate in training as required by the company.
- 17 To undertake any other duties applicable to the grade and post.
- 18 To act as the lead officer during night shifts when directed to by the shift manager.
- 19 To record and report effectively through the company's recording and information systems as required.
- 20 Any other reasonable request made by a member of the management team