

**Sheffcare Limited**  
**Job Description – Care Support Worker (Flexi Contract)**

Post Title	Care Support Worker (Flexible Contract)
Responsible to	Team Leader / Shift Manager
Holiday and Sickness Relief	Care Support Workers and Domestic Assistants

**Purpose of the Job**

To promote and adhere to the workplace values of Sheffcare:

- Kindness
  - Dignity
  - Respect
  - Independence
  - Choices
- 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 residents.
  - To administer medication to residents during the night shift.

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**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 residents 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 residents where necessary, to hospital, clinics and general practitioner appointments and associated services, including social activities.
7. To sluice, wash, iron and distribute residents clothing and bedding as appropriate, undertaking basic sewing/clothes repair as necessary.
8. To tidy and clean residents personal space including the washing of chairs, commodes, wheelchairs and aids and adaptations as necessary. To undertake domestic tasks for the benefit of residents, 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 residents 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