

**Homecare Assistant**

**Job Description**

**Hours:** Flexible Hours (to include early mornings, late evenings and weekends)

**Reporting to:** Line Manager

**Job purpose:** To provide care and support to customers, following care plans and policies

appropriately.

**Desired qualifications**

Care Certificate or Level 2 or 3 NVQ or the capacity to complete either qualification.

**Key responsibilities**

* Encourage customers to take control of how they choose to live their life using a person-centred approach.
* Assist with personal care and support as required (to both male and female customers)
* Follow and implement customers care and support plans.
* Monitor and record the administration of medication as per prescribed by the customers GP.
* Assist in the planning of recreational / social / vocational / educational events and activities, supporting the customer as necessary during such activities.
* To ensure that the philosophy of excellence is implemented in practise.
* Maintain accurate records in accordance with policy and procedure.
* Attend training sessions and meetings as requested; participate in development activities to maintain skills / knowledge in keeping with the role.
* Ensure effective and regular communication takes place between fellow team members.
* To ensure confidentiality is maintained at all times.

**Administration**

* To have a working knowledge of policies and procedures and ensure these are put into practise.
* To ensure that all administrative records and documentation as required are completed legibly and on time.
* To follow all local protocols within the service setting.

**Equality and diversity**

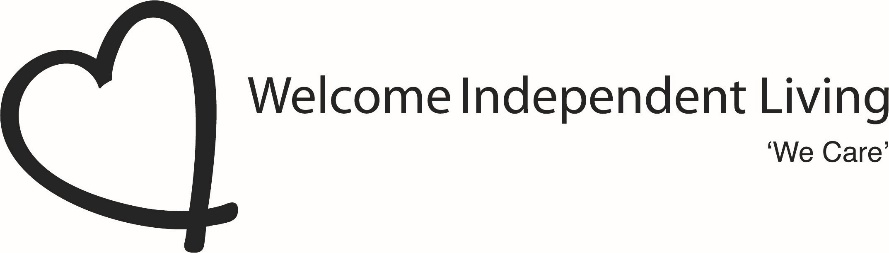
* Welcome Independent Living is a company committed to equality for all people, the post holder will be responsible to adhere to and implement the equality and diversity policy.

**Professional development**

* Meet with Line Manager on a regular basis to assess own performance against agreed objectives and identify development needs.

**NOTES**

The above job description maybe adjusted according to the developing service needs in conjunction with the post holder.



**Homecare Assistant Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence**  **interview** | **Evidence**  **application** |
| **Qualifications:** |  |  |  |  |
| Care Certificate |  | **✓** |  |  |
| Medication |  | **✓** |  |  |
| Breakaway |  | **✓** |  |  |
| Safer people/manual handling |  | **✓** |  |  |
| NVQ level 2 or working towards. |  | **✓** |  | **✓** |
| **Experience:** |  |  |  |  |
| Working in a social care environment e.g. residential/nursing, supported living. |  | **✓** | **✓** | **✓** |
| Customer service experience. |  | **✓** | **✓** | **✓** |
| **Knowledge:** |  |  |  |  |
| Understanding of the needs/care/support of vulnerable adults. Understanding of care/support plans. Demonstrate and understanding of health and safety and risk assessment. Knowledge of CQC, Supporting People Standards. |  | **✓** | **✓** | **✓** |
| **Specific Skills:** |  |  |  |  |
| Be able to verbally communicate clearly and effectively with customers, families, advocates and other professionals. | **✓** |  | **✓** |  |
| Be able to produce a basic written report which is clear and concise. | **✓** |  |  | **✓** |
| **Interpersonal Skills:** |  |  |  |  |
| Have a good level of interpersonal skills e.g. listening, team working abilities, empathy conflict resolution, and flexibility. | **✓** |  | **✓** |  |
| **Organisational Skills:** |  |  |  |  |
| Able to prioritise own workload. | **✓** |  | **✓** |  |
| **Problem Solving:** |  |  |  |  |
| Ability to resolve any day to day problems that may arise. | **✓** |  | **✓** |  |
| Understand where to access support for problems that arise. | **✓** |  | **✓** |  |
| Understand the need to support other with solving problems. | **✓** |  | **✓** |  |
| **Initiative and motivation:** |  |  |  |  |
| Able to work on own Initiative self-motivated. | **✓** |  | **✓** |  |
| **Training:** |  |  |  |  |
| Willing to undertake any training required. | **✓** |  | **✓** |  |
| **Other :** |  |  |  |  |
| Car user (full UK driving license). |  | **✓** | **✓** |  |
| Acceptable previous attendance record: | **✓** |  | **✓** |  |
| Satisfy conditions of employment, CRB, references etc. | **✓** |  | **✓** |  |