



Meridian Care

Job Description

Job Title : Domiciliary Care Assistant

Responsible to : Care Co-ordinator

Job Purpose

With the approval of the Senior Care Co-ordinator or Director, to provide personal care and help in the daily living support for the identified needs of our clients. We aim to create an environment where our clients can develop and maintain their maximum independence to help them remain in their own homes.

To work in partnership with other agencies and carers in helping our clients to achieve independence. This may be by providing emergency, short term or long term care service to the client.

To respect our clients' basic rights of choice, dignity, respect and independence. You must be aware at all times of their cultural needs.

Main Duties

To follow the programmes and tasks as identified in clients' care plans, informing your line manager of any changes in the needs and circumstances of your clients. These may result in changes having to be made to their care plans.

To enable clients to maintain their personal hygiene and appearance with respect and privacy through the delivery of personal care services such as washing, bathing, hair care, dressing/undressing, toileting and continence care.

To help clients to prepare food and drink and provide assistance in eating meals where needed.

To assist/observe clients taking their medication in line with the Company's medication policy and their care plans.

To assist clients to maintain a clean and hygienic living environment and clean laundry.

To enable clients to look after their financial affairs, including helping with budgeting and shopping.

To undertake other duties commensurate with the position as allocated by your line manager.

To promote equality and rights for our clients, fellow carers and colleagues.

To respect the confidentiality of our clients and their carers, but to understand the need to inform management of matters which may affect the health and wellbeing of the client.

To contribute to the protection of our clients who may be at risk of abuse. You need to report to management if you suspect any safeguarding issues, reporting any abuse and to follow the Company's whistleblowing policy without fear or retribution.

To promote, monitor and maintain health, safety and security in your workplace by following the risk assessments; pointing out and reporting any hazards and faulty equipment to the client and your line manager.

To follow safe moving and handling procedures in line with the Company's Moving and Handling Policy.

To promote effective communication with all relevant parties, writing reports on daily occurrences in the contact sheets and passing on messages to the relevant individuals within a timescale relevant to their urgency. All sudden and major changes to your client's wellbeing must be reported to management immediately.

To develop your own knowledge and practice through participation in training and undertaking all the training as necessary that is commensurate to your position. You must make yourself available to attend regular updates when required.

To contribute to the effectiveness of the work team through attendance and participation in staff meetings and supervision and by being flexible in your work patterns which include weekends and Bank Holidays.

Note

This Job Description forms part of your Contract of Employment. It reflects the position at the present time and may be subject to changes at the Management's discretion in the future. As a general term of employment, Meridian Care may effect any necessary change in your job content, or may require you to undertake other duties at any location that our company provide services to as appropriate.

We are an equal opportunities employer

Updated : September 2013