

JOB DESCRIPTION: Carer Support Worker

Job Title:

Carer Support Worker

Responsible To:

Care Manager

Purpose of Job:

To provide support and assistance to carers and people with care needs. This will involve the provision of personal and social care, respecting confidentiality at all times within an equal opportunities framework.

Hours of Work:

20 hours per week. These need to be worked flexibly and may include in evenings and weekend.

Further hours may be required to cover ad-hoc/time-limited sessions for which additional hours will be paid.

Salary:

£8.48 per hour. An additional premium of £1.52 is paid for weekend work.

Duties:

1. To undertake the tasks specified in the care plan which may include the following personal and social care tasks:
 - bathing in bed/bathroom/chair to include all aspects of personal hygiene
 - assistance with management of continence of bladder and bowel
 - assistance with dressing and undressing
 - assistance with mobility and transfers
 - assistance with feeding
 - administration of medication
 - assistance with therapeutic programmes for rehabilitation and development as agreed with appropriate clinical professionals
 - ensuring a safe environment for those who need constant supervision and help in accordance with Carers Choices policies, such as, Health and Safety Policy and Challenging Behaviour Policy
 - supporting the person with a disability outside their home
 - assistance with getting up and going to bed
 - assistance with appliances (hearing aids, spectacles, artificial limbs, leg callipers)
 - care of skin and hair, including assistance with shaving
 - care of pressure areas and prevention of sores
 - care of mouth and teeth, including dentures
 - summoning emergency services if necessary
 - provision of emotional support to the person with care needs and their carer(s) as part of the caring team
 - domestic duties that are part of the care package:
 - making and changing the bed of the person with care needs
 - essential laundering
 - essential shopping
 - preparing meals and washing up.

2. To undertake other specialised care tasks as agreed in the care plan and after appropriate training.
3. To maintain accurate records as directed by the Care Manager and carry out any administrative tasks as required, for example, time-sheets.
4. To treat all carers and people with care needs with respect and sensitivity, recognising the need for confidentiality at all times.
5. To participate in supervision, appraisal and training sessions to ensure that standards are constantly maintained.
6. To work as part of a team, supporting colleagues and providing a flexible service.
7. To respect the personal choice of lifestyles of colleagues, carers and people with care needs, ensuring that equal opportunities principles are applied at all times.
 - a. To act in accordance with Carers Choices policies and procedures, and standards.
8. Support the growth of the service in the Southend area by visiting GP surgeries, health clinics and other local centres to promote the availability of Respite Care.
9. To provide occasional holiday/sickness cover in the Silver Birch Dementia Day Centres operated by Carers Choices.

Location

Staff are currently required to cover the Southend area.

PERSON SPECIFICATION: Carer Support Worker

Training and Knowledge:

- NVQ Level 2 in Health and Social Care
- Understanding of Safeguarding Vulnerable Adults
- To have knowledge of legislation as follows:
 - Equal Opportunities
 - Health and Safety
 - Confidentiality
 - Data Protection
- Be willing to commit to undertaking training essential to the role

Skills and Abilities:

- To be able to communicate effectively with carers and those they care for, colleagues and partner agencies:
 - Verbally
 - In written reports and records
 - Through training
- Be able to work on own using initiative where appropriate
- Be able to build good working relationships with a variety of people
- Be creative
- Have caring experience
- Respect the values of Carers Choices

Qualifications

- A good basic all round education

Experience:

- Experience and understanding of providing excellent care services.

- Be familiar with Carer's issues and legislation of Disabilities and Mental Health issues and Welfare Rights

Other Requirements:

- To be willing to travel to different venues within the locality
- Driving licence and own vehicle available for use at work, with appropriate insurance cover
- This post is subject to an enhanced DBS check
- To ensure confidentiality is maintained at all times.
- To undertake any other duties commensurate with the post holder's grade as requested by Carers Choices management.

To apply:

Please send your CV and a covering letter of no more than 2 sides of A4 detailing how your skills and experience meet the details outlined in the person specification to:

Carol Doble
Carers Choices
The White House (behind CPBC Offices)
Kiln Road
Thundersley
Essex
SS7 1BU

Or email:

jobs@carerschoices.org

For an informal discussion about the role please contact Carol Doble on 01268 881130.

Carers Choices is an organisation committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, trustees and volunteers to share this commitment.