

CHOICE HOMECARE LIMITED

LIVE-IN CAREWORKER - ROLE DESCRIPTION

ROLE: Live-in care provider, providing care to both Companion and Premier client groups

GRADE:

NVQ 2 preferable but not essential.

Good understanding of national minimum care standards.

BASE:

Within the client's home – various locations, within 2 hour radius of SE12, London.

Own bedroom – food & lodgings provided by client

HOURS OF WORK:

Unspecified – but in-line with client's routine

Mutually agreed between client and self-employed care-worker with 2 hour break each day – unless re-negotiated at the start of placement

ACCOUNTABILITY:

Each care-worker is directly accountable to the client.

Choice Homecare supports both the client and the care-worker in an independent capacity, to manage the care of the client professionally.

SCOPE AND OVERALL AIM OF POST:

To support the client to remain living in an environment of their choice, providing high level assistance as identified through assessment, and as communicated through the provided care guide.

Although the care guide provides guidance on the level of care required, it is the self-employed care-worker, and the client who decides on the daily level of assistance received.

Each care-worker is to work within the agreed standards, and available resources to provide optimal care to the client.

DETAILED RESPONSIBILITIES

General Skills

- To complete washing and dressing tasks in a gentle, client-centred manner, responding to the requests of the client as required, as well as executing bathing/showering routines, using the recommended equipment and method.
- To carry out care tasks as identified in the care guide and as instructed by the client directly, using available equipment to ensure tasks are completed within health and safety guidelines.
- To work effectively with other care-workers, in a manner which meets the needs of clients, demonstrating due regard for the health and safety of all parties.
- To maintain the home environment of the client. Ensuring that the household tasks are completed according to agreed standards. E.g. cleaning, ironing, laundry, shopping.
- Facilitate a physically and mentally active lifestyle, encouraging clients to participate in chosen interest-driven activities on a regular basis, improving the quality of life for clients.
- Prepare appetising meals and snacks, which are nutritionally balanced following dietary guidelines and preferences.
- Provide companionship to clients demonstrating an interest in issues they value, encouraging the maintenance of communication and socialisation skills.
- Assist with financial management tasks, providing assistance as identified within the care guide. E.g. Managing correspondence, bill payment.
- Support the client to take medication at suitable times, providing the necessary prompts and interventions. Specialist training will be provided if level III intervention is required e.g. Insulin injection
- To look after pets as requested.
- Support the client to manage continence issues appropriately, providing the care required in a dignified manner.
- Support clients with specialist needs to achieve their maximum functional ability, adapting the care given in order to meet individual and often fluctuating needs.

- To drive the client to different locations as requested, when insurance cover and driver competence has been verified.

Management and administration

- To complete the necessary billing documentation required by the client and Choice Homecare Limited in the agreed time frame, with accuracy.
- To maintain accurate records which fulfil legal requirements, which may be used for audit purposes. Providing copies of the necessary documents to Choice Homecare in the allotted time frames.
- To maintain stock levels of items needed to complete the tasks required in an acceptable manner.
- To report any accidents, concerns or defects with equipment to the necessary persons in a timely manner, maintaining accurate records.
- To complete the necessary instruction and hand-over with replacement care-workers who will provide the continuity of care for clients.
- To demonstrate specialist movement and care techniques to others, which are relevant to individual clients.
- To actively participate in reflection activities, maintaining personal training records.
- As self-employed care-workers, to register with the necessary statutory departments and insurers.
- To identify risks to the client and self and reduce these risks as much as possible, seeking support as required.
- To abide by the policies and procedures recommended by Choice Homecare, to aid continuity of care.

Attitude:

- To respect clients' dignity, privacy, culture and wishes during all care tasks.
- To maintain confidentiality, seeking the clients consent where ever possible.
- To demonstrate tolerance and empathy. Respecting the client's right to take risks and decisions affecting their care.
- To encourage independence through positive reinforcement, providing the least amount of assistance required.

Liaison:

- To liaise with the client's family, outside agencies and the multi-disciplinary team to aid the client's health and well-being.
- To co-ordinate and arrange the extended care needed, if the client's condition changed or fluctuated. Able to respond to emergency situations in a confident and effective manner.
- Refer the client to others when the care required is outside of personal expertise and experience.
- Maintain suitable levels of medication through close liaison with nurses, doctors or pharmacists, clearly documenting the care given.

Training:

- Keep mandatory training up to date to ensure re-registration with Choice Homecare.
- Update knowledge of legislation, which has an impact on the quality of care provided to clients.
- To engage with learning opportunities and aim for attainment of NVQ 2 or equivalent qualifications.
- Complete specialist training, gaining the understanding and skills required to manage clients with specific conditions and needs.