

JOB DESCRIPTION

Title: Care Attendant
Employed by: Crossroads Care NI
Responsible to: Scheme Manager(s)
Hourly Rate: Monday to Friday - £11 per hour
 Saturday & Sunday £11.40 per hour
 plus, mileage allowance of 25p per mile up to £1 per hour

OVERALL PURPOSE OF THE JOB

To provide assistance and relieve stress on: -

- ✓ The provision of care to any service user formally referred to Crossroads by Social Services and subsequent implementation of Personal Care Plan.
- ✓ The carer of a person with a disability living in their own home in order to prevent a breakdown in care.
- ✓ In circumstances where a person with a disability may live alone.

This will involve the provision of personal, social and domestic care similar to that given by the primary carer or as stipulated within a personal care plan in conjunction with advice from the Scheme Manager/ Director(s) of Operations respecting confidentiality at all times.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Attend at the homes of families/individuals and perform duties as specified by the Scheme Manager/Director(s) of Operations and stipulated in a personal care plan.

Listen to the directions and requests of both the person with a disability and carer and whenever possible only apply these where they are consistent with the care plan.

Ensure compliance with provisions of personal care plan and whenever possible apply these where consistent with care plan.

Comply with Registration Requirements of N.I.S.C.C.

Comply with requirements of Regulation and Quality Improvement Authority

Advise Scheme Management of any changes to your personal circumstances which impinge upon your duties as a care attendant.

PERSONAL AND SOCIAL CARE TASKS

- ✓ Bathing in bed/bathroom/chair to include essential aspects of personal hygiene.
- ✓ Assist in the management of continence of bladder and bowel.
- ✓ Assist with dressing and undressing.
- ✓ Assist with mobility and transfers, using correctly, any specialised equipment provided. Clients must not be moved / lifted without use of specialised equipment.
- ✓ Assist with feeding as stipulated in care plan.
- ✓ Administer only the medication as prescribed by a qualified medical practitioner under the direction of the Director(s) of Operations /Scheme Manager(s). Check for any changes that have been made in dosage and ensure recording of medication is made in the appropriate care plan document, and always comply with organisation's medical policy

- ✓ Assist with therapeutic programmes designed, under medical direction, to help an individual's progress, as advised by the relevant professional and under the direction of the Scheme Manager/ Director(s) of Operations.
- ✓ Assist with the provision of a safe environment for those who need constant supervision and help. This must be in accordance with current health and safety legislation.
- ✓ Assist with the provision of emotional support to the family as part of a caring team.
- ✓ Supervise the person with a disability outside the home as advised by Scheme Manager, with written permission from the disabled person, responsible carer or as is stipulated in the care plan.
- ✓ To effectively communicate with service users, work colleagues and managers.

DOMESTIC TASKS

Some light domestic duties may be carried out as follows:

- ✓ Making and changing the service user's bed.
- ✓ Essential laundering for the service user only.
- ✓ Essential shopping for the service user only (receipts should be obtained for all purchases).
- ✓ Preparing meals for the service user and washing up thereafter.

ADMINISTRATION AND TRAINING

- ✓ Notify the Scheme Manager(s)/ Director(s) of Operations immediately of any change in availability to work. Please note this must be in accordance with your contractual obligation and is subject to mutual agreement between you and Scheme Management.
- ✓ Observe and report back promptly to the Scheme Manager(s) / Director(s) of Operations any alteration in the family circumstances affecting service provision.
- ✓ Liaise regularly with the Scheme Manager(s)/ Director(s) of Operations and colleagues.
- ✓ Provide flexible cover for colleagues in the event of holiday/sickness, or absence for personal reasons whilst working as part of a local team of Care Attendants.
- ✓ Attend regular team meetings as convened by the Scheme Manager(s)/ Director(s) of Operations. This is a contractual obligation.
- ✓ Complete accurately, correctly and submit to the Scheme Manager(s)/ Director(s) of Operations signed weekly time sheets and expense claims.
- ✓ Assist with completion of incident / accident forms accurately and submit promptly to the Scheme Manager(s)/ Director(s) of Operations.
- ✓ Place typed up Care Plans in client's homes.
- ✓ Participate in an induction programme and attend ongoing in-service training determined by individual need; or organisational requirements or statutory obligations.

Relevant information about the families who receive Crossroads care will be given, to or subsequently obtained by the care attendant. It is vital that this information is kept confidential and unauthorised disclosure of personal client information is considered to be gross misconduct; which may result in disciplinary action.

You should note that the various duties; responsibilities and associated activities as stipulated in this job description constitute part of a care attendant's terms and conditions of employment. Consequently, none of these terms and conditions of employment may be altered in whole or in part without prior authorisation from the designated manager.

This Job Description and the tasks identified are not exhaustive and will be subject to review in light of the changing circumstances. It is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned; this may involve working in a different scheme.

Personnel Specification

- Integrity and good character - being honest and trustworthy
- Excellent reliability/attendance
- Highly self motivated
- Works to high standards
- Ability to maintain confidentiality
- Ability to deal with clients and their families/Next of Kin in a professional and helpful way

Essential

- Full driving licence, valid insurance (business use), use of a car
- Residing in the area advertised
- Must obtain NISCC registration within the first three months of employment
- Must undergo an Enhanced Access NI Disclosure with barred lists
- Must have access and the ability to use a computer, printer, internet and e-mails

Desirable

- Previous caring experience

N.B. Crossroads reserves the right to interview only those candidates who appear from the information provided to be the most suitable for the post.