Job Description: Caregiver

Reports to:	Registered Provider	Accountable to:	Registered Provider
Location:	Visiting Angels, Belfast		

Purpose of the position:

- To provide care in accordance with current best practice, according to policy and procedures, agreed standards, legislative requirements, relevant regulations under the direction of the Manager, and within the financial plans agreed from time-to-time.
- To maintain care skills at a current level, and undertake such training and development as may from time-to-time be required to maintain that currency of practice.
- To always put the best interests of the Clients first; and act with empathy and compassion at all times.
- To safeguard the Clients at all times; and to always speak up if you think that a Client is being harmed or negatively affected in some way.

Main Duties

- Assist the development of the philosophy, goals and objectives for the caring function.
- To attend to all care related functions of the Clients in accordance with their Person Centred Care Plan.
- To interact with the Clients in an appropriate manner; whilst always maintaining boundaries.
- As much as possible, to help Clients live a life of choice; whilst always maintaining their safety, privacy and dignity.
- Implement action to meet and maintain caring standards.
- To support Clients in all aspects of daily living, including personal care, hygiene, dressing, feeding, etc. whilst helping them to maintain their optimum level of independence
- Always follow appropriate regulations as stipulated by relevant organisations, such as the the RQIA and the Health and Safety Executive for Northern Ireland (HSENI), etc.
- Participate in the development, evaluation and review of Person Centred Care Plans.
- Participate in the development of relevant policies, particularly those pertaining to the caring function.
- Ensure Client's rights are protected.

Other Responsibilities

- Develop effective working relationships with the other employees within Visiting Angels.
- Support an open, positive and inclusive organisational culture.
- Work to establish effective employer-employee relationships.
- Minimise legal risks by adhering to all relevant legislation, registration requirements and best practice guidance.
- Assist in the implementation of caring policies and procedures.
- Assist in the maintenance of the standards as required by legislation related to the registration of Visiting Angels.
- Work in a cost-effective manner; with an awareness of budgetary constraints.
- Assist in solving day-to-day problematical issues which arise.
- Attend Staff Meetings as scheduled and as and when required.
- Assist with the orientation and induction of new employees.
- Support a work atmosphere which promotes a high quality of work life.
- Support and maintain a culture of performance and excellence.

Person Specification - Caregiver

Experience / Knowledge

- Experience in adult residential services / care desirable
- An understanding of the Relevant Northern Ireland health and social care legislation, RQIA's Minimum Standards for Domiciliary Care Agencies and other relevant standards
- An understanding of the uniqueness of providing a tailored home care service

Qualifications

- Qualifications Framework (RQF) Level 2

Skills and Abilities

- Honest, trustworthy and reliable
- Acts in an open and transparent manner
- Naturally warm-natured and supportive
- Empathetic and compassionate with the ability to listen to others
- A 'can do' approach and committed to improving the quality of care
- Passionate about making a difference to our client's lives
- Excellent verbal and written communication skills to support the delivery of care
- Ability to form relationships with ease both with Clients and Visiting Angels employees
- Client-focussed, specifically putting their needs first
- Respect for people suffering from a range of medical conditions with different backgrounds and beliefs
- Commitment to respecting the rights of customers at all times and to promoting their privacy, dignity and independence throughout their lives
- Strong commitment to non-discriminatory care practice
- Remains calm and in control in challenging situations
- Exercises compliance to various requirements
- Committed to safeguarding and demonstrates confidence to speak up
- Ability to work without direct supervision
- Keen to strive towards opportunities for personal and professional growth
- Able to demonstrate a responsibility to minimising legal risks by ensuring policies/procedures and all legislative and registration requirements are adhered to

Other

- Ability to travel to various locations throughout the working day
- Willingness to complete an Enhanced Access NI disclosure application
- Flexible approach to working unsociable hours, such as evenings, weekends and bank holidays
- Committed to all mandatory and other relevant training, as and when required, to maintain best practice

This serves to confirm that I have read and agree with the contents of my job description; and that I will undertake to carry out these responsibilities to the best of my ability.	
Name *(print)*	
Signature	
Date	