

JOB TITLE: SENIOR CARE WORKER

REPORTING TO: REGISTERED MANAGER

JOB HOURS Flexible, depending on the needs of the business

JOB PURPOSE

- **To look after the physical, emotional, cultural and social needs for the Clients using a person-centred approach**
- **To observe and promote the Clients choice, independence, dignity, privacy, fulfilment and other rights**
- **To create and maintain good professional relationships with Clients, their family and friends and other care professionals involved in their care**
- **To actively support and supervise new Care Workers in the field**
- **To adhere to all regulatory and statutory obligations and Kando Home Care's policies, procedures and guidelines**
- **To actively market Kando Home Care and promote a positive, personal and professional profile, ensuring the good reputation of Kando Home Care**
- **To assist the Registered Manager with Administrative duties including updating support plans and risk assessment**

JOB RESPONSIBILITIES

Care Provision

- **To provide support with all aspects of personal care to Clients with a wide range of needs, illnesses and disabilities**
- **To understand and know the care and support of the client**
- **To undertake the tasks detailed in the Client care and support plan using a person-centred approach and in the least intrusive way**
- **To encourage the independence and motivation of the Client**
- **To provide input into the care and support plans of the Clients by regularly feeding back to the office**
- **To assist with getting up in the morning and going to bed at night**
- **To assist Clients with their personal care needs, i.e. washing, dressing, showering, oral hygiene, hair care and nail care**
- **To assist Clients with toileting and continence management**
- **To assist Clients with their medication at the agreed level of support and as detailed in their medication care needs assessment**
- **To prepare food and drink for the Client, being aware of the Clients choice, like/dislikes, nutritional needs and cultural requirements**
- **To provide light general household domestic support, including housework and laundry, as detailed in the care plan.**
- **To use manual handling equipment safely and correctly**
- **To take responsibility for the safe handling of property and equipment belonging to the client**
- **To maintain good communication and develop effective working relationships with clients, Clients family and other care professionals.**
- **To provide companionship to clients, actively talking and listening to them about their interests**
- **To help clients to maintain contact with their family and friends**
- **To accompany Clients on trips into the community**

- To assist Clients to manage their personal affairs
- To ensure as safe as possible the living environment for the Client, whilst respecting the Client's choice and rights
- To induct new Care Workers into their role

Recording and reporting

- To maintain detailed accurate records in respect of care and medication support given and tasks undertaken
- To regularly read care and support plans, acknowledging changes
- To protect the confidentiality of all information relating to the Client and not divulge information to anyone who is not authorised to receive it
- To promptly report to the office or out of hours any issues concerning the care, support, well-being or behaviour of the Client and update records accordingly
- To continue to monitor where concerns have been reported and recorded
- To recognise the signs of abuse and immediately report abuse or suspected abuse to the manager
- To report any complaints to the office or Out of Hours
- To contact the office or out of hours if running late
- Carry out direct observations and competencies on Care workers and to report any concerns to the Registered Manager, ensuring all Care Workers are working in line with company policies and procedures

General

- To dress appropriately, wearing uniform and using personal protective equipment provided by Kando Homecare
- To seek out best practice and look at innovative ways to improve the quality and efficiency of the service
- To attend and participate in regular team meetings
- To attend in house and external training

- **To observe all health and safety rules and take reasonable care to promote health and safety of self and others and raise any concerns to the office**
- **To act as a role model for new Care Workers**
- **To be responsible for the on call phone on a rota basis, escalating any immediate concerns to the registered Manager**