

JOB DESCRIPTION

JOB TITLE: COMMUNITY CARE ASSISTANT

MAIN PURPOSE OF THE JOB

- * To provide assistance with personal care and other daily living tasks to people within their own homes who use ourselves in order to provide care.
- * To work with each individual service user to maximise their independence and choice and to ensure a high standard of care is being received.
- * To work in partnership with service users encouraging choice and participation whilst adhering at all times to the values of the organisation.

REPORTING TO / RESPONSIBLE FOR

Reporting to the Team Leader / Acting Care Manager

KEY DUTIES AND RESPONSIBILITIES

- * To undertake personal care and daily living tasks as agreed with the service user, their family and the professionals involved with the individual service plan.
- * To work at all times within the policies and procedures of Connected Health or if required Next of Kin.
- * To provide service users with opportunities to express their preference as to the way tasks are carried out.
- * To develop and maintain professional working relationships with service users and work colleagues from a wide variety of backgrounds.
- * To communicate regularly with the immediate supervisor, in particular regarding changes in the service user's condition or circumstances.
- To use the services on-call system in accordance with the service guidance.
- * To attend training including induction training, team meetings and individual supervision sessions as required.
- * To complete documentation, including service user records and timesheets.
- To comply with all Health and Safety Policies and Procedures.
- * To participate in supervision, staff meetings and training activities as required.
- * To be responsible for maintaining and improving own knowledge and skills through experience and training.
- * To undertake additional responsibilities as requested by the Service Manager following the successful completion of specific training and personal skills development.
- * To undertake any other reasonable duties as required.