

## **T.L.C. Home Care Services**

### **JOB DESCRIPTION - HOME CARER**

#### **MAIN PURPOSES OF ROLE:**

The primary role of home care staff is to provide care, enabling clients to maintain their quality of life, dignity and independence in their own homes. It does not include tasks that would normally be undertaken by a trained nurse.

#### **KEY ACCOUNTABILITIES:**

To be responsible for the delivery of personal and practical care assistance in accordance with the care plans of a number of individual clients.

#### **DUTIES MAY INCLUDE ANY OF THE FOLLOWING TASKS:**

Assist in washing/bathing, dressing, getting up, undressing and putting to bed (to include hair washing, oral hygiene and shaving).

Assisting with toileting and with changing clothes and/or bedding where necessary; to empty and cleanse commodes. This may also include the emptying/changing of catheter bags.

To make meals, drinks and snacks when necessary. Nutritional/dietary needs may also have to be monitored.

To provide assistance with other tasks of daily living that the client cannot manage, which may include laundry, cleaning, shopping, collecting pension and paying bills.

To report to the Manager any significant changes in the health or social circumstances of the client. In addition, advise the Manager if the client requires additional help which is not specified in the care plan and if it is not possible to carry out the tasks in the time allocated.

To record information in a care diary at each visit.

To encourage clients to maintain their independence of thought and activity, appropriate to their abilities. This may include escorting clients on shopping trips, etc.

In consultation with the Manager, to remind clients to take their medication and, where appropriate, record this on the medication sheet.

To be aware of the appropriate action to take in an emergency.

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After appropriate training, to comply with Manual Handling legislation when moving clients.

To have an appropriate knowledge of the correct use of aids and equipment used by clients in their daily living, and to report any obvious defects.

To give emotional and physical support where necessary.

To attend such training sessions as are necessary to carry out the duties of a home carer.

To report any accidents to the office immediately.

To report any instances of poor practice, instances of abuse, harassment or discrimination.

To ensure that all paperwork is completed and returned to the office on due dates.

To ensure that patient confidentiality is maintained at all times.

**Carers should never undertake a task they are not confident with and never put themselves or the client at risk. If in doubt, ask for advice.**

March 2012

Applicants for employment are informed that:-

The work for which you are applying involves substantial opportunity for access to vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as “spent” under this Act, and any cautions or bind-overs. The information you give will be treated in confidence.

The disclosure of a criminal record, or other information, will not debar you from appointment unless it was considered that the conviction renders you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other factors which may be relevant, including appropriate considerations in relation to our Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.