

Job Description

Job Title Home Support Assistant (Personal Care)

Main Purpose To assist with the general care of service users as per their service user plan.

Main Responsibilities

1. To assist service users to get up, go to bed, dress, undress, wash, bathe and toilet.
2. To assist service users with mobility.
3. To assist service users with incontinence aids and equipment.
4. To care for service users who are bed bound including washing, dressing and feeding.
5. To help care for service users who are terminally ill.
6. To help in the promotion of mental and physical activity of the service user through talking, taking them out or sharing with them activities such as reading, hobbies and recreation.
7. Making and changing beds, tidying rooms and light housework.
8. To wash and iron services users laundry.
9. To prepare and serve light meals.
10. To collect benefits and shopping.
11. To maintain service users held records.
12. To comply with the Policies & Procedures of Hetton Home Care Services at all times.
13. To report to the line manager any significant change in the health or circumstances of a service user.
14. To encourage service users to remain as independent as possible.
15. To report any concerns or suspicions of abusive behaviour involving a service user.

N.B. This is not a comprehensive list and other duties may be given as the service develops

Personal Specification

The following personal attributes are considered essential to the post of Home Support Assistant (personal care).

1. Self motivated
2. Organised
3. Flexible
4. Caring
5. Honest
6. Sensitive to the needs others.
7. Able to work on own initiative and as part of a team.
8. Good communication skills.
9. Able to maintain confidentiality.

Applicants who do not already hold an NVQ level 2 in Social Care or equivalent will be required to register for training to NVQ level 2/ QCF within 6 months of commencing employment.

All applicants for this post will be required to submit an application to the Criminal Records Bureau for an enhanced disclosure, which will include checking against the P.O.V.A. & P.O.C.C.A. lists. Employment will only commence when the disclosure has been received by Hetton Home Care Services.