



Name.....

Job Description

Post Title:	Support Worker/ Care Assistant
Responsible to:	Registered Manager, Operations Manager, Service Manager
Job Purpose:	To provide a high quality Person Centred Service to the people we support. Adhering to all contractual and regulatory requirements for the service, remaining in line with the values, philosophy and policies of the organisation. Enabling people we support within the community setting to lead as independent and as fulfilled lives as possible based around their individual needs and community participation.

The Link Nursing & Care Agency Ltd Provides experienced Support Worker/Care Assistant to Residential Homes, Nursing Homes and Learning Disability Units.

Working Patterns: You will work in a team, which is designed to meet the needs of the individuals receiving the service. You will be expected to work flexibly to include evening and weekends, and undertake sleep in duties. You may also undertake on-call duties where this has been identified as requirement for the individuals receiving the service. You may be required to work across different work locations in a defined local area where this is a requirement of the service.

Level of responsibility and accountability: You will be responsible to the Registered Manager, Operations Manager as well as Service Managers. As a Support Worker, you may be required to work alone and be the responsible person on duty.

General Responsibilities and Duties:-

The Support Worker/Care Assistant is required to:

1. Conform to all the rules, guidelines and policies laid down by the agency.
2. To provide appropriate and professional support in all areas of the service user's life as outlined in their Care Plans, Risk Assessment and Safe Systems of Work including social activities, emotional support, money, relationships, health, medication and personal care etc.



3. Assist service users with personal care eg: washing/bathing, dressing, feeding etc making them comfortable whilst respecting the individual's dignity and choice.
4. Contribute to the assessments of the needs of individual and development of Care Plans as well as risk assessments to meet identified needs
5. To support service users to make appropriate decisions and choices about their lives, regardless of personal beliefs and values.
6. Provide general, physical and emotional support as part of a caring team.
7. Demonstrate a commitment to equal opportunities and diversity
8. Ensure the service user's privacy, dignity and rights.
9. Be able to communicate verbally and in writing in a professional manner.
10. Maintain written records and reports, in accordance with policies.
11. Be aware of the appropriate actions in case of emergencies.
12. Have appropriate knowledge in the correct use of aids and equipment used by service users, and to report any obvious defects.
13. Attend and participate in meetings as well as attend mandatory training to improve and maintain skills.
14. Be able to deal with crisis at work tactfully and diplomatically.
15. Comply with Health & Safety Act and regulations, Care Standards Act and Regulation, General Social Code of Practice, other legal and contractual obligations.
16. Comply with the confidentiality policies and Data Protection Act.
17. To complete relevant administrative records and duties
18. Report any accidents and incidents to the agency manager and line managers and to record in appropriate documents.
19. Keep safe and ensure the safety of others at work.
20. Be punctual and reliable.
21. The Link Nursing & Care Agency is an equal opportunity employer. All support workers/ Care assistants are at all times expected to carry out their duties in accordance with The Link Nursing & Care Agency equal opportunities policy.



This Job Description is not meant to be exhaustive and is subjected to change in accordance with organisational and service development and will be regularly reviewed with the post holder.

I confirm that I have read and understood my Job Description.

Signature

Date/...../.....

Salary:	Probationary Period	£7.60 per hour
	Salary (post probationary period)	£8.10 per hour
	Hours	Full time or part time