



LAKELAND COMMUNITY CARE LTD

DOMICILIARY HOME CARE ASSISTANT

JOB DESCRIPTION

CONTACT US AT:

HEAD OFFICE
Belcoo Healthy Living Centre
1 Lattone Road
Belcoo
Co. Fermanagh
BT93 5AQ

Omagh Office
4L Gortrush Industrial Estate
Omagh
Co. Tyrone
BT78 5EJ

mail@lakelandcare.org.uk

www.lakelandcare.org.uk

@LakelandCommunityCare

ACCOUNTABLE TO

General Manager

REPORTS TO

The Office Manager

AIM

To work as a team member providing personal and social care to assist very highly dependent older people and adults with disabilities either to remain in their own homes or to return home from hospital or residential care.

HOURS OF DUTY

Variable, as and when required

RATE OF PAY

£11.10 per hour

£76.24 (Overnight Stay)

MILEAGE

21p per mile

TASKS

The various tasks to be performed by the Home Care assistant may cover all or some of the following, according to the individual needs of the client. As such Home Care Assistants are expected to offer a flexible arrangement for individual clients.

HOUSEHOLD TASKS

All household tasks to be undertaken with the agreement of the client and/or family as appropriate. Where there are a number of carers attending a client a rota will operate to cover such duties.

- Undertaking routine/regular household cleaning
- Preparation and cooking of meals
- Washing up
- Emptying/setting/lighting fire
- Bringing in fuel and/or water
- Making bed(s)
- Changing bed linen as required
- Emptying and sanitising commodes
- Shopping – if service user has an account setup with their local shop.

PERSONAL AND SOCIAL CARE TASKS

All such tasks should be carried out in a manner, which encourages and promotes the client's independence.

- Assisting clients in and out of bath/shower and attending to their toileting needs
- Simple cutting of finger nails
- Assisting clients with dressing/undressing
- Assisting clients with shaving as appropriate
- Assisting clients with hairdressing as appropriate
- Assisting clients with personal hygiene and toileting
- Supervising the administration of medication (ie. as would be competent caring relative)
- Dealing with incontinence
- Assisting clients in and out of bed
- Encouraging the use of aids provided
- Encouraging the continuation with prescribed exercises
- Encouraging the continuation with medication or treatment
- Encouraging contact with relatives and friends
- Encouraging the continuation with any hobby or social activity

RESPONSIBILITIES

- To participate in mandatory, appropriate training (eg. moving and handling) to assist in carrying out duties
- To record all cover as agreed with the care co-ordinator
- To clock in and out of a service user's residence on the LCC work mobile provided
- To report accidents, untoward incidents or any changes in circumstances of clients receiving care, eg. admission to hospital
- To be aware of and abide by the Code of Conduct issued by Lakeland Community Care Ltd
- To honour assignments except in exceptional circumstances
- To accept supervision from Health Care Professionals

- To discharge duties in such a manner so as not to bring the Service into disrepute, with due consideration for the confidentiality of the client and respect for their property and circumstances
- To follow all guidelines, procedures and policies set out in the Lakeland Community Care Staff Handbook
- To have due regard for your own Health and Safety and the safety of others, while carrying out your duties

All information relating to clients, their well-being and care received (eg. equipment, medication, aids etc.) should be treated in the strictest of confidence – such information should not be relayed to other clients.

This job description will be discussed with post holder and is subject to review on an annual basis. It is not intended to be rigid or inflexible but should be regarded as providing guidelines with which the individual works. It should be noted that the duties of the post might be amended in accordance with the needs of the Service.