

JOB DESCRIPTION

Job Title

Live-In Carer

Salary Range

£dependent on level of care

Location

Community

Overall Purpose Statement

Live-In Carers are employed to work within clients' homes to provide a timely, flexible and complementary role over a 24 hour period to organise the household and personal care routine of the clients.

The aim of this level of support is to enable clients to remain at home with as much independence as possible and to support the clients in achieving a good quality of life and improving their life outcomes. Clients' personal preferences must be respected at all times.

Live-In Carers must carry out the tasks in a professional, discreet and caring manner whilst respecting the clients' dignity, privacy, property and confidentiality.

Live-In Carers provide personal and practical care and support services for clients with a wide range of illnesses and disabilities in their own home.

Live-In Carers will be expected to carry out care services and duties unsupervised in all areas that Oxford Private Care operates. A shift pattern will be established but will normally involve a 3 hour break every day.

Qualifications and skills

Essential

- Clear, fluent English speaker
- Good written communication
- Eligibility to work in the UK
- Ability to work in different areas
- Friendly, positive and outgoing person
- Caring and reliable
- Good time management
- Good interpersonal skills
- Good organisational skills
- Team player with a flexible attitude

Desirable

- NVQ Level 2 in Care (working towards or achieved)
- Full UK Driving Licence

- GCSE English Language or an equivalent recognised qualification
- GCSE Mathematics or an equivalent recognised qualification
- Health & Safety Qualification
- Basic Food Hygiene Certificate

Experience

Essential

- Experience of domiciliary care obtained either in the employee's own household, in voluntary work or in paid employment
- The ability to work on own initiative and without basic supervision
- The confidence to liaise and work with other professionals and agencies ie. doctors, district nurses, physiotherapists etc
- The drive and desire to promote and enable a client's independence

Desirable

- Experience of working 1 to 1 with an elderly or dependent client
- Familiarity with the needs of clients needing care
- The ability to relate positively to dependent clients and other carers in their own homes

Duties & Key Responsibilities

Level 1 Clients – Domestic, Social Assistance and full Personal Care

To ensure that the duties as defined by the Care Manager are delivered as detailed in the care plan. This may consist of the following:

- To assist clients who need help with domestic duties such as dusting, vacuuming, bed making, laundry and ironing
- To assist with household duties such as menu planning, meal preparation for clients and their visitors, looking after household pets (feeding and walking), household plants etc
- To assist clients with financial matters and money management including shopping, pension collection, payment of bills on behalf of the clients etc
- To assist clients with correspondence, arrangements for outings and visitors
- Driving duties and assisting the clients in using public transport
- Attending social outings with clients such as places of worship, regular clubs, visiting family, friends etc
- Assisting the clients to fulfil activities of daily living, eg. working, leisure and education
- To assist in looking after pets e.g. feeding and walking.
- To assist clients who need help with getting up in the morning, dressing, undressing etc
- To assist clients who need help with washing, bathing, showering, hair care, shaving, oral hygiene etc

- To assist clients with toilet functions and incontinence – ie. using the toilet or commode, emptying and cleansing the commode, incontinent pad change etc
- To renew and/or empty catheter bags using clean, careful techniques
- To assist the clients with prescribed, dossetted medication only
- To undertake health care tasks in conjunction with the shared care protocol
- To assist clients with feeding
- To assist clients with mobilising and transferring using hoists and manual handling techniques
- Providing preventative pressure area care
- Caring for clients who may have a slight degree of memory loss
- To give support to the family and other carers

Level 2 Clients – Complex Care

To ensure that the duties as defined by the Care Manager are delivered as detailed in the care plan. This will consist of Level 1 Care Services and may consist of the following:

- Caring for terminally ill clients
- Caring for clients with profound dementia
- Caring for clients who suffer from periods of frustration, irritation, anxiety and agitation
- Caring for clients who suffer from memory loss
- Helping clients to manage diabetes
- Providing pressure area care for immobile clients
- Stoma care
- Peg feeding
- Providing post operative care following major surgery

Working Relationships

- To work together with OPC care management and other carers in maintaining standards in accordance with the philosophy of care
- To identify and discuss care needs and outcomes of clients with the Care Managers
- To cover the absence of colleagues during periods of annual leave and sickness
- To report developments, significant incidents or noticeable changes in health, behaviour or circumstances of the clients to the Care Manager
- To participate in reviews as required and to record services provided on the clients' records when requested
- To attend and participate in staff meetings as required
- To maintain confidentiality at all times
- To report any breaches of confidentiality to the Care Manager in line with current policy
- To attend and participate in forum meetings every two months
- Adhering to company policies and procedures at all times

Health and Safety

- To carry out duties in line with safe working practices ensuring adherence to Health and Safety standards e.g. safe manual handling practices
- To use all equipment provided safely when providing care e.g. hoists and other manual handling aids as dictated in the client's individual risk assessment
- To use protective clothing and gloves
- To attend any training deemed appropriate for the role

Paperwork

- Ensure that all client paperwork is completed in line with requirements
- To ensure that all client sheets and timesheets are returned to the office by the required day and time
- To complete holiday requests giving appropriate notice to the office
- To complete sickness forms and return to the office

Personal Development

- To identify personal training and development needs and to participate in the staff personal development programme
- To maintain a staff folder with policies and procedures and to be familiar with them

Confidentiality

- Maintain confidentiality of clients, colleagues and Oxford Private Care at all times.

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the clients and in keeping with the general profile of the role.