



HEALTH CARE WORKER

JOB DESCRIPTION

JOB TITLE: Health Care Worker
ACCOUNTABLE TO: Manager / Supervisor

RESPONSIBILITIES:

To provide a Service of Care to service users and to enable them to lead as independent a lifestyle as possible. This Care Service will involve a program of personal care in a nursing care environment and household management in a homecare environment that is personalized for each service user in the form of a Care Plan. Care duties will therefore include assisting the service user(s) with the following activities and in so doing will at all times observe and respect the service user's dignity, privacy and independence as far as is practical:

1.1 Personal Care:

- Dressing and undressing / preparing the service user for Day care or trips out.
- Washing / bathing / showering / shaving / grooming / cleaning teeth.
- Hair care (washing / brushing).
- Nail care (fingernails only).
- Continence management and all aspects of personal hygiene.
- Care of pressure sores (under appropriate nursing supervision).
- Getting in and out of bed.
- Assisting with the use of Aids to Daily Living / Rehabilitation Aids, as required.
- Helping with rehabilitation programs, as prescribed by Healthcare professionals.
Day / evening / night sitting services, as required.

1.2 Healthcare - assisting the service user to take prescribed medication and only under supervision or where working as team leader.

1.3 Dietary Care:

- Preparation of snacks and meals according to the service user's likes / dislikes.
- Assisting with feeding, as required.
- Domestic / Household Services:
 - General cleaning duties, to include cleaning / dusting / vacuuming / polishing.
 - Bed-making.
 - Clearing refuse and rubbish.
 - Laundering / Hand-washing / Ironing / Light needlework, as required
 - Fuel Management.
 - Shopping and the preparation of shopping lists and assistance with budgeting.

1.5 Personal services:

- Assistance with personal finances, to include paying bills, collecting pensions.
- Personal planning (birthdays / anniversaries etc)
- Democratic rights (voting cards etc).

To conform to all Policies and Procedures laid down by the Organization in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant.

To participate as directed by the Care Services Manager / Supervisor in Induction Training and regular In-service Training programs.

To maintain accurate, concise and timely records of service user care, diary sheets, time sheets and mileage sheets.

To participate in Staff, Team and Quality Management Review Meetings as directed by the Care Services Manager / Supervisor.

To report back to the Care Services Manager / Supervisor on any aspect of service user care which he / she feels warrants investigation or urgent action.

To participate in reviews of service users' Care Plans as required.

To be aware of the tasks and activities which must NOT be undertaken as part of care duties, as set out.

The above tasks may be reviewed from time to time to reflect the changing needs of service user's circumstances. Any changes will be carried out in consultation with the post holder.

Name of Applicant: : _____ Signature_____

Managers Name: _____ Signature_____