

JOB DESCRIPTION

Job Title: **CARER/ENABLER**

Reports to: **Management**

Responsible to: **Directors**

Primary Duties To attend to the personal care, domestic care, social needs and household management of the Client

Purpose To assist the Client in attaining and maintaining the maximum level of independence

The precise tasks will be dependant on the specific needs of each individual Client and will be detailed in the Clients care plan. Any changes to the requirements of a care plan should be discussed and agreed with the Client and management.

Personal Care Tasks

At the request of the Client assist with:

- Personal hygiene tasks, including assisting with washing, bathing, showering and toileting
- Mobility and movement, including assistance in getting in and out of bed, dressing/undressing and eating together with escorting Client when moving around their home.
Note: The above tasks may necessitate the use of specialist equipment such as hoists, stair lifts, glide sheets, handling belts, wheelchairs & etc.
- By specific agreement and subject to full insurance cover transport Clients using Client's, Company or own vehicle.

Non-Personal Care/Household Tasks

- Preparation and cooking of meals in the absence of a meals delivery service or where special dietary or other needs may be necessary
- Undertake shopping for food and other household essentials
- Undertake washing and ironing as required
- Undertake simple maintenance tasks such as changing of light bulbs for example
- Maintain the security of Client's home
- By specific agreement to care for household pets
- Assist with budgeting and banking, with the express and written approval of management.

Enabling/Social Care

- Act as companion to Client
- Assist Clients in maintaining social contact such as hosting visiting friends, family and relatives together with, if requested, accompanying Client to social events, functions & etc.
- Encourage and assist Clients, where required, to undertake a full range of self-care and household tasks as possible.
- Accompany and assist Clients to participate in a range of physical activities
- Assist Clients in participating in a range of cultural and social activities for example attending the theatre or going to the pub
- Assist and encourage Clients to assume full responsibility for managing their financial affairs.

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Please Note: this job description is not definitive and will be reviewed from time to time.

General

- Be sensitive to the needs of Client's privacy
- Always act to promote the maximum independence of Clients
- Always conduct yourself in a manner that positively promotes the image and reputation of NewCare Devon
- To keep up to date with developments and changes within the care field

Marketing:

1. To assist directors in the promotion of the business locally and on a countywide basis
2. To represent the Company at meetings, training/consultation events as appropriate
3. To ensure that all employees present themselves in such a manner that enhances the reputation of the Company

Personal Responsibilities:

Fire Safety	To maintain a working knowledge of fire procedures, fire risk awareness by attending appropriate fire training events.
Health and Safety	Where you become aware, report any accidents or untoward incidents, involving self, Clients other staff or visitors to a Client's home. To strive to maintain a safe working environment in accordance with the Health and Safety at Work act by, attending appropriate training events as directed, by immediately reporting any potential risks to self, colleagues residents or visitor to a senior member of staff.

Personal Responsibilities Continued:

Confidentiality	To maintain the highest standards of confidentiality toward both Clients and colleagues.
Whistle Blowing Policy	To report to a senior manager any information that could be considered to affect the welfare of a Client, or information that would effect the reputation of the company.

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