

-Our mission:	To provide care and support for vulnerable adults and older people living in their own homes which is safe, caring, responsive, effective & well-led.
Job title:	Community Carer
Reports to:	Care Manager
Accountable to:	Registered Manager
Based at:	SPDNS House, 449 London Road, Westcliff on Sea SS0 9LG

Job purpose

The role of Community Carer is to provide sensitive and professional care and support to people in their own homes working with vulnerable adults and older people or those at the end of their life.

Key tasks & responsibilities

- To understand and implement the agreed care plan to help individuals to be cared for and remain at home safely, effectively and compassionately. Offering service users choice and helping to maintain their independence. Ensuring their safety and comfort and supporting their carers.
- To communicate effectively and appropriately with individuals and their families, paying particular attention if they have hearing or speech problems.
- To ensure the needs and concerns of the family are addressed and included in any care episodes if they are in the home.
- To communicate with families and informal carers to support their care with information and instruction appropriate to their level.
- To carry out personal care tasks with individuals while preserving their privacy and dignity, including washing, dressing, providing assistance to get up /go to bed, assist with meals, feeding, continence management.
- If assessed as needing help, to assist individuals with their medication, according to SPDNS Policy guidelines, including administering of medication and subsequent recording.
- To be aware of and comply with current data protection procedures and legislation under General Data Protection Regulations (GDPR)
- Assist with nutritional needs, according to dietary requirements & personal choice

- To encourage/support mobility & abide by moving and handling guidelines and individualised risk assessment. Reporting any changes in ability to your Manager.
- Health & Safety is an integral part of any role within SPDNS. You are required to be familiar with and comply with SPDNS Health and Safety Policies which include incident reporting, and related policies & procedures.
- To carry out any essential domestic duties as agreed in the care plan.
- Maintaining accurate records and feeding back effectively to managers or on-call
- Report any concerns or changes to the Care Manager as soon as possible.
- Ensure all duties are carried out in a confidential way, preserving the dignity and respect of the individual and taking into account their wishes/choices wherever possible.
- Attend all mandatory and specialist training courses relevant to your job as well as attending supervision sessions and an annual appraisal.
- To work to a rota system, this includes unsociable hours (weekend/evening working) & be reliable, flexible and punctual.
- To ensure that standard principles of infection prevention and control are followed at all times to protect individuals and colleagues from you passing on any infection.
- To safeguard individuals at all times and report any concerns to your Manager immediately as per SPDNS policy. Safeguarding means your responsibility for ensuring the safety of the individuals you are caring for and protecting them from abuse of any kind.
- To be responsible for ensuring wherever possible that you gain consent from the service user (or their representative) when you commence providing care. Where consent cannot be gained that you always act in the best interests of the individual for day to day decisions according to guidelines in the Mental Capacity Act 2005.

Other duties:

The post holder may be required to undertake any other duties, or provide support, appropriate to the level of the post.

Key Relationships

SPDNS managers, supervisors and colleagues

Service Users and their families/carers

Primary/palliative care/ Hospital MacMillan and multi-disciplinary teams

Members of the public

Social Care Providers

Person Specification

In order to be able to carry out the duties of this post effectively and safely, candidates will be required to provide evidence of the following:

Essential attributes	Preferable attributes
<p>Qualification and training</p> <p>Care Certificate or willingness to complete care certificate in 12 weeks of starting.</p> <p>Basic literacy and numeracy skills</p>	<p>The Care Certificate</p> <p>Level 2 or 3 Health & Social Care Diploma or equivalent</p> <p>Willingness to learn and develop</p>
<p>Skills/experience</p> <p>Good communication skills & abilities (including confident record keeping)</p>	<p>Previous experience of working in a caring environment or having cared for someone.</p>
<p>Personal qualities</p> <p>Kind, caring, patient, sensitive & compassionate nature.</p> <p>Non-judgemental attitude</p> <p>Ability to undertake work which can be both emotionally & physically demanding & be flexible and adaptable</p> <p>Ability to work effectively as part of a team</p> <p>Ability to maintain a high level of confidentiality and maintain accurate and up to date records</p> <p>Ability to work unsupervised and use own initiative when required, as well as able to seek advice when necessary, recognising own limitation</p>	
<p>Circumstances</p> <p>The post-holder will be required to travel and must have a car, a current, valid driving licence with insurance cover for business purposes.</p> <p>Commitment to work evenings and weekends on a rota basis</p>	