

**Job Title:** Care Assistant / Support Worker

**Hourly Pay rate:** Between £9.75 - £11.50 depending on experience

**Reports to:** Registered Manager

**Job Purpose:**

To provide care and support to Daily Living Care Service Users in line with the company's aim to provide a high quality, reliable support service tailored to suit each of our Service Users' individual care plans and to promote their independence and choice.

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### Your role will include:

- Enabling people to remain safe and well in their own home.
  - Assisting people to live as independently as possible within their own home.
  - To provide a range of care and support that may include personal care, promoting and enabling choice in the support provided.
  - To support people to live a full life that involves them in activities of daily living such as shopping, meal preparation, light household duties, using leisure amenities e.g., cinema, swimming, public transport, pubs. These are examples only as the list is extensive.
  - Caring for people who are dying at home where that is their choice.
  - To work flexibly to meet the needs of the people being supported in ways that encourages and promotes their independence within their homes and their communities.
  - To assist in planned and unplanned care and support.
  - To promote equality of opportunity and fairness of outcome for the people receiving the care and support.
  - To keep accurate records of the care and support provided.
  - Supporting people if they are in hospital, and with health appointments.
  - Supporting people to be on holiday.
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### The post holder will be required to:

- Have the essential qualifications which include the Care Certificate
- Be an excellent communicator, including written skills and the ability to assess and feedback to other professionals.
- To work on a flexible rota including evenings and weekends in line with the service demands.
- To attend staff meetings and training relevant to their post.

- To work with colleagues and the person you support in a respectful way, acknowledging their skills and gifts and dealing with differences in a safe and non-threatening way.
- To familiarise yourself with and work within Daily Living Care LTD policies and procedures.
- To promote equality and opportunity and fairness of outcome for staff.
- To work as part of a team providing support.
- To manage risk appropriately within the service.
- To behave reliably and act openly and honestly in all aspects of the job.
- To take the lead on shifts and provide on call cover from time to time.

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**While this Job Description is comprehensive, it may not cover every aspect of the role. Duties may change from time to time as agreed by Daily Living Care LTD.**

### **Core Values expected of our staff:**

As part of our team, we will expect you to:

- **Protect** the rights and promote the interests of our citizens and fellow colleagues.
- **Strive** to establish and maintain the trust and confidence of our citizens.
- **Promote** the independence of our citizens while protecting them as far as possible from danger and harm.
- **Respect** the rights of citizens while seeking to ensure that their behaviour does not harm them or others.
- **Uphold** public trust and confidence in social care services.
- **Be accountable** for the quality of their work and take responsibility for maintaining and improving their knowledge and skills.

### **Person Specification**

#### **Physical Characteristics:**

Good standard of appearance as befits dealing with members of the public, patients, and practice staff. A uniform will be provided and should be always worn whilst at work

#### **Personal Attributes**

Commitment to the well-being of Service Users Good inter-personal skills Honest and reliable Commitment to maintaining high standards of care and support To maintain Continues Professional Development

#### **Personal Qualities:**

A Care Certificate qualification /NVQ Level 2 in Health and Social Care or equivalent. (or achieve within 12 months) Verbal communication skills in English. Simple numeracy skills Ability to work with people with personal care support needs Ability to enable people do

things for themselves Ability to enable people regain or maintain basic living skills Ability to respond flexibly to the changing needs of Service Users Ability to work on own initiative

**Knowledge:**

Basic understanding of supporting vulnerable adults in their own homes. Knowledge of Health and Safety issues.

Experience of supporting people with personal and home-based tasks. This can include unpaid support, for example caring for children or other family members

Understanding of issues facing older people, especially when living alone.

Understanding of confidentiality and privacy