**Job Title: Willows at Home Support Worker** - **Job Ref GPC034**

**Location:** Heywood, Middleton and Rochdale

**Pay Scale:** £dependent on experience

**Responsible to:** GP Care Services Ltd

**Immediate Supervisor:** Senior Team Leader

**Hours:**  **Full or Part time available including evening; weekends and Bank Holidays**

**Purpose and Objectives of the Job:**

To assist our clients to remain in their own home, maintaining as much independence as possible.

To provide a high level personal, physical and emotional care that can include all aspects of day-to-day activities, personal care and companionship.

To treat our clients with dignity, respecting their wishes, and promote independence as far as practical

**Principal Duties:**

* To dress and undress, preparing the client for Day Care, activities or trips out
* Washing/bathing/showering/shaving/grooming/cleaning teeth
* Hair care – washing/drying/brushing
* Nail care – ensuring fingernails are clean, tidy and shaped to the right length
* Toileting and all aspects of personal hygiene, including continence management
* 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 programmes as prescribed by Healthcare professionals
* Day/evening/night sitting services as required
* To assistant client to take prescribed medication
* To prepare snacks and meals, understanding the clients likes/dislikes
* To assist with feeding should this be required
* General household duties to include cleaning/dusting/hoovering/polishing/making beds
* Emptying rubbish in relevant bins
* Any laundering that is required
* Shopping – either with the client or collecting their shopping
* Light gardening ie watering plants
* Assist with personal finances to include the paying of bills, collecting pensions
* Taking client to appointments ie opticians/dental/hospital etc
* To do activities such as crosswords; watch TV; play music which client has an interest in
* To report any safeguarding to GP Care Services management team promptly

**Secondary Duties:**

* To promote good working relationships within the team.
* To be involved in team meetings; 1-2-1 supervisory meetings; probation reviews and annual personal/development reviews
* To comply to all Policies & Procedures as directed by GP Care Service management team
* To participate in mandatory training and any other in-house training
* To maintain accurate and timely records of clients, timesheets and mileage claims
* To participate in reviews of clients Care Plans as required
* To undertake such other duties and responsibilities of an equivalent nature as may be determined by the management team
* To report any issues to the management team immediately
* To ensure any tasks or activities are carried out according to the Care Plan

**Person Specification**

**Essential Requirements:**

* To be passionate, enthusiastic, a team player, responsive, integral and fun
* Experience of working in the care profession
* To be willing to undertake relevant training and complete a NCQ level 2 in the Care sector
* To follow instructions as identified in care plans/risk assessments
* To communicate effectively both face to face in writing
* To document and record accurate information
* Hold a full UK driving licence and have access to your own vehicle with business car insurance

**Desirable Attributes:**

* To have an understanding and/or experience of people living with dementia
* Qualifications - NVQ level 2 or 3 in Health and Social Care

Post Holder Signature:

Date:

Issued by: Liz Hall