

**Job role: Community Home Care Assistant**

**Reports to: Care Manager / Deputy Manager**

**Salary: £12.75ph**

**Permanent**

**Full-time and part-time available**

Embark on a rewarding career as a Community Home Care Assistant. Your role is to make a positive difference to someone's life. Specifically, is for people with physical, practical, social, emotional, or intellectual challenges.

You don't need to have any previous work experience within the Home Care sector. This is because full training and inductions will be provided. But, you do need to have good health and the right values and behaviours. For example, you need to be kind, considerate, caring, and comfortable with forming close relationships with new people. You also need to be willing to develop your competences and skills to provide high-quality compassionate care and support.

By joining the sector as a Community Home Care Assistant, you are entering into a developing sector with guaranteed long-term growth. This is based on forecasts about Jersey's aging and growing population. You are also opening yourself up to a career path with vast potential opportunities within the health and social care sector.

Home care includes any professional support services that allow a person to live safely in their home. In-home care services can help someone who is:

- aging and needs assistance to live independently
- managing chronic health issues
- recovering from a medical setback
- or has special needs or a disability

## **Job specification**

<b>QUALIFICATIONS:</b>	To have awareness of the needs of vulnerable adults. Experience in care of the elderly (desirable but not necessary) or willingness to carry out further training (essential)
<b>RESPONSIBILITIES:</b>	To care for clients to the highest standards, being mindful at all times of their right to dignity, privacy, independence, and choice.
<b>DRESS STANDARD:</b>	To wear the issued uniform and abide by the uniform policy.
<b>ROLE PURPOSE:</b>	To provide care to clients promoting health and independence by supporting clients with activities of daily living to meet planned care needs and goals.
<b>ROLE CONTEXT:</b>	Staff working at RQF level 2 and above work under the general direction of the Care Manager and can gain access, advice, and guidance from trained staff within the company.

KEY SKILLS, KNOWLEDGE AND EDUCATION:	Experience in health care setting (desirable but not necessary). Excellent communication and team working skills. Basic keyboard skills desirable. In possession of, or commitment to, work towards RQF level 2/3 vocational award and social care.
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## Key accountabilities

### Practice and care delivery

The postholder will demonstrate a thorough knowledge of the guidelines of the Health and Social Care Support "Code of Conduct" 2015. These guidelines must be applied to maintain trust and credibility with clients, carers, and colleagues. The postholder will work to agreed practice standards and protocols, and is accountable for their actions see "Code of Conduct" for HCA (2015)

The postholder will contribute to, and participate in, care delivery for specified individual clients or client groups. This will involve planning and organizing a range of care, while considering the physical and social needs of the individual client(s).

The postholder will demonstrate that activities of daily living are carried out in line with individuals' care plans and the standards of care for each clinical area.

The postholder will demonstrate understanding of, and compliance with, all mandatory training sessions. They will also work within all relevant practice policies and procedural guidelines, with awareness of the policies, i.e.:

- Infection control
- Manual handling
- First aid (basic life support)
- Safeguarding

The Community Home Care Assistant will:

- Work under indirect supervision of the Senior Health Care Assistant. However, the Community Home Care Assistant is accountable to the Care Manager or Deputy Manager for their actions in undertaking delegated work. This is guided by standard operating procedures and requires the individual to use a degree of initiative.
- Provide support for other members of the primary healthcare team and contributes towards the coordination of team activities.
- Be part of the primary healthcare team which providing high-quality and forward-thinking nursing care to meet the holistic healthcare needs of the client(s).
- Assist the client(s) and, where appropriate, encourage self-care and self-management of self-limiting conditions through health promotion.
- Always comply with the health and safety policies, in particular by following agreed safe working procedures and reporting incidents to the Care Manager and/or Deputy manager.

- Cooperate with all policies and procedures designed to ensure equality of employment. Co-workers, patients, and visitors must be treated equally. This is irrespective of gender, ethnic origin, age, disability, sexual orientation, religion, etc.

## **1. Team Working**

The post holder will function effectively as a member of the team and contribute towards the achievement of the team goals.

## **2. Resource Management**

The post holder will demonstrate basic keyboard skills and will carry out all designated administrative tasks effectively.

## **3. Environmental Management**

The post-holder will contribute to the management of the immediate physical environment. This will involve understanding and promoting all health, safety, and security measures in all community care-based settings.

The post holder will carry out designated housekeeping tasks effectively.

## **4. Training and Development**

The post holder will:

- Seek opportunities to develop knowledge and skills. They will also participate constructively in the appraisal process ensuring continuous professional development remains a priority.
- Take responsibility for and maintain their own vocational portfolio. This shows the continuing acquisition of skills, knowledge, attitudes, understanding, and achievements.
- Complete company competencies and to participate in education programs as required.
- Undertake all mandatory training required for the role. Organisations are given limited spaces to specialist training, so these spaces will be allocated to employees who:
  - a) have a genuine interest in the specialty; and
  - b) submit consistent availability each week.

## **5. Confidentiality**

The post-holder should always respect patient confidentiality. They must not share patient information unless approved by the requirements of the role.

Clients, colleagues, and the general public should be treated with respect and courtesy at all times

All members of staff are bound by the requirements of the [Data Protection Act 1998](#) and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

Key tasks may include the following:

- To assist clients to dress and take an interest in their appearance. This includes ensuring that they are properly dressed and in possession of all aids e.g. dentures, hearing aids, walking frames, etc.
- To assist clients with eating and drinking as necessary
- To assist clients whose mobility is impaired by using aids as appropriate
- To ensure clients clothing is laundered and kept in a good state of repair. If needs be, take laundry to launderette and collect as necessary.
- To assist in the promotion of a mentally stimulating lifestyle for all clients. This is through talking to them and encouraging them to participate in social activities, such as reading, writing and hobbies. If required, transport clients to social events and recreations.
- To provide a pattern of care that follows individual care plans. This is under the supervision of the Senior Community Home Care Assistant and Care Manager
- To observe clients and to inform the Care Manager of any changes in condition or need
- To keep individual client records updated and always read them prior to performing any care duties for any client, ensuring they are legible and accurate records of care
- Collect shopping, pension, and medications as required
- To be aware of, and comply with, required Health and Safety policies and procedures e.g., Infection Control, and Safe Manual Handling and Moving. Demonstrate knowledge by carrying out safe moving and handling of clients according to individual care plans.
- Minimise cross infection by using the recommended practises and procedures, and by maintaining high standards of personal hygiene and hand washing.
- General light domestic duties to be performed if deemed necessary i.e., make and change beds, tidy rooms, dust, Hoover, clean commodes, mop the floors, general tidy-up
- You may also be required to cover relief shifts at other Nursing and Residential Homes, including Palm Spring Nursing Home.
- Be totally accountable for the care delivered to your allocated clients daily, and complete required documentation. Support colleagues in assisting those clients who require two carers to deliver care.

- Be aware of the importance of maintaining a safe environment. Report immediately any factors or situations which constitute a hazard to the welfare or safety of the client, family members, or colleagues.
- Demonstrate compliance by implementing the agencies policies and procedures when visiting clients.
- Follow correct procedures for reporting sickness and absences.

## **Night carers**

As well as the above duties, if working nights, you will be expected to:

- Always provide a wakeful night service unless stated by your manager
- Check on your allocated client hourly throughout the night unless otherwise indicated by the manager

The duties listed above are not exclusive and are those normally expected of the postholder, but there may be variations from time-to-time to accommodate the changing needs of the clients. This job description may be reviewed at regular intervals and changed accordingly in conjunction with the legislation and the organisation's operational policies and procedure.

## **Contact**

Contact us at [HelpatHome@gov.je](mailto:HelpatHome@gov.je) and we will aim to reply to your email within 72 hours.