

# HAFOD CARE ASSOCIATION LIMITED

## Job Description

<b>Job Title:</b>	<b>Personal Care Worker</b>
<b>Responsible to:</b>	<b>Domiciliary Care Manager</b>
<b>Location:</b>	<b>Torfaen</b>

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### **Main Objectives of the Post:**

To give practical help, personal care and support to clients who are unable to meet their own needs and who may require support with personal and daily living tasks in order to remain safely within their own homes.

### **Principal Duties**

1. To visit nominated clients in their own homes as directed by the Manager.
2. To carry out all tasks with sensitivity to the wishes/choice of the client and when appropriate, caring relatives, in order to maintain a high standard and continuity of care that complies with the requirements of the service.
3. To encourage each individual to be as independent as possible and enable him/her to exercise informed choice taking into account any risk involved.
4. To use the most appropriate form of communication (verbal and/or non-verbal with the individual).
5. To contribute to the protection of individuals from abuse.
6. To contribute to the health, safety and security of individuals and their environment, operating to standards as prescribed by health and safety legislation.
7. To notify the manager on duty of any matter affecting the well-being of the clients. Summon appropriate assistance in an emergency.
8. To assist the Manager in maintaining good liaison with other personnel involved in the care of the client e.g. community nurses, social workers etc as part of a caring team.

## **Domiciliary Duties**

### **Personal care (only where specifically agreed and subject to appropriate review).**

1. Assist clients in and out of bed, who may be bedfast or wheelchair dependent, using safe procedures including use of any special equipment that has been supplied e.g. hoists.
2. Assist clients in dressing and undressing and the care of aids and personal equipment (e.g. deaf aids, glasses, dentures, etc).
3. Assist clients in personal hygiene – washing, shaving, bathing, etc at the discretion of the manager.
4. Assist clients in feeding.
5. Toileting and emptying commodes and disposal of incontinence pads.
6. Encourage clients to maximise their own abilities and skills.

## **Practical**

1. Light fires or operate other sources of warmth.
2. Prepare and cook simple meals where a meal is not available from an alternative source e.g. in absence of frozen or a meal delivery service.

## **General Duties**

1. Maintain accurate written timesheets and submit them on a weekly basis to the Manager.
2. Maintain accurate legible, signed written records as required and submit them to the manager when required. Maintain confidentiality at all times. Report any complaints to the manager.
3. To participate in appropriate training as provided including NVQ Level 2 in Direct Care.
4. Participate in meetings, as appropriate. Attend regular individual or group supervision sessions.
5. To carry out any other duties reasonably falling within the purview of this post as may be required.

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**The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association**

Signed.....Date.....  
Employee

Signed.....Date.....  
On behalf of Hafod Care Association

## PERSON SPECIFICATION

<b>PERSON SPECIFICATION: PERSONAL CARE WORKER</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>WORK EXPERIENCE/ KNOWLEDGE</b>	<p>Basic understanding of the principles of care</p> <p>Understand the implications of abuse</p> <p>Understand the importance of health and safety issues in the client's home [TRAINING WILL BE PROVIDED]</p>	Have personal experience of caring for people e.g. raising a family, caring for elderly relatives, voluntary or paid
<b>SKILLS</b>	Have basic practical skills e.g. preparing and cooking simple meals	*****
<b>SPECIAL APTITUDES</b>	<p>Ability to work under pressure</p> <p>Ability to work without supervision</p> <p>Ability to respond in a flexible manner to meet the needs of clients</p>	*****
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>	<p>To be able to act on own initiative</p> <p>Have an understanding of the importance of treating people fairly and with respect, regardless of race, sexuality, religion, age, gender or disability.</p>	*****
<b>OTHER REQUIREMENTS</b>	<p>Need to be available for a flexible working pattern over seven days on a rota basis</p> <p>Be willing to undertake relevant training as necessary including NVQ</p>	Access to own transport

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE.

THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT.

## **PAY AND CONDITIONS: PERSONAL CARE WORKER**

1. The rate of pay for this position will be between **£6.49 and £7.16** per hour dependent upon skills, experience and qualifications)
2. The hours of work will be as agreed with management.
3. Your basic holiday entitlement will be the equivalent of 5.6 working weeks per annum.
4. In addition to the basic entitlement, staff with more than two years continuous service at the beginning of the leave year will qualify for one additional day's leave for each following complete year of service up to a maximum of three working days [pro rata].
5. Staff members will be invited to join a Stakeholder Pension Scheme after three months' employment, with the Association contributing 5% to the scheme.
6. Payments for periods of absence due to authorised sickness will be made in accordance with the current Statutory Sick Pay Scheme where applicable.
7. You will be reimbursed for mileage undertaken on the Association's business under which the Association can pay tax-free mileage allowance. For 2008/09 this allowance is 22p per mile.
8. Please note that the Association operates a "No Smoking" policy in all of its offices. However, residents within our residential homes smoke and there is no separate no-smoking working area for care staff placed at these locations.
9. Please note that all successful applicants will be required to apply for enhanced disclosure. The Association is compliant with the Criminal Record Bureau's Code of Practice in relation to the fair use of Disclosure information. A copy of the Code is available on request.
10. The Association also has in place a policy on the recruitment of ex-offenders, a copy of which is available on request.