

Job Description

Job Title: Community Care Assistant
Location: Lymington, New Forest, New Milton and surroundings
Responsible to: Managing Director

Please note that we are unable to offer skilled worker visa sponsorship for this role. Therefore, you must ensure that you are eligible to work in the UK without our sponsorship for your application to be considered.

Job Purpose

When working for Oakhaven Care you will work as a Community Care Assistant as part of the Domiciliary Care Team.

To contribute in the provision of specialist palliative care for patients and their families with an illness who wish to remain at home.

To provide high-quality care for clients to enable them to remain in their own homes and lead an independent lifestyle. This Service will involve a programme of personal care, household management and food preparation that is personalised for each client in the form of a Care Plan.

As a Community Care Assistant, you will respect the client's dignity, privacy and independence.

Key Responsibilities

1. Working in partnership with clients/patients and their families to undertake duties as agreed and set out in the clients'/patients' care plan.
2. Maintaining accurate documentation of care given and communicating any change in the client's needs as appropriate.
3. Ensuring the client's/patient's comfort, safety and dignity at all times working in a safe, professional way.
4. Supporting the client in the activities of daily living which they would normally perform for themselves if able.
5. Providing physical care with dignity and respect for the individual.
6. Protecting the client's/patient's rights to confidentiality at all times.

7. Providing a listening ear and a supportive presence to the client/patient and family.
8. Respect the client's/patient's home as a working environment.
9. To provide care for named patients with palliative care needs in accordance with the patient's care plan as defined by the Primary Healthcare team.
10. To recognise changes in symptoms and conditions and notify relevant health care professionals as appropriate.
11. To undertake the appropriate level of mandatory training and regular updates
12. Ensuring regular communication and liaison with your line manager as part of delivering an appropriate and high-quality service including attendance at team meetings.
13. To conform to all Policies and Procedures laid down by the organisation in respect of carrying out duties and in other administrative aspects of the business, as relevant.
14. Specific Tasks as attached in **Appendix 1**.
15. To be aware of the tasks and activities this must NOT be undertaken as part of care duties.
16. To wear and maintain the uniform provided by Oakhaven Care appropriately.
17. Be able to travel between clients/patients ensuring that appointment times are kept. Informing the client/agency if there are issues about appointment times.
18. To use the equipment provided appropriately and to inform the office team if the client's/patient's condition has changed or if there is a fault with the equipment.
19. To ensure that you use the correct PPE supplied by Oakhaven Care, including gloves, apron, mask, shoe covers, as required.
20. To support with training new staff including on-the-job shadowing.
21. To be willing to assist with any IT requirements if required.

General

- Ensure compliance with the Agency's published Policies and Procedures at all times.
- Work as an effective team member, undertaking other tasks as requested by Line Manager and providing cover for other team members as appropriate.

This job description is not meant to be exhaustive; it will form the basis of objective setting in your performance management reviews and it will be reviewed in the light of experience. This post is subject to an Enhanced Disclosure with the Criminal Records Bureau. www.disclosure.gov.uk

Appendix 1: Specific Tasks

Personal Care:

1. Dressing and undressing/preparing the client for daycare or trips out.
2. Washing/bathing/showering/shaving/grooming/cleaning teeth.
3. Hair care (washing/brushing).
4. Nail care (fingernails only).
5. Toileting and all aspects of personal hygiene.
6. Continence management

7. Care of pressure sores (under appropriate nursing supervision).
8. Getting in and out of bed.
9. Supporting with the use of Aids to Daily Living / Rehabilitation Aids as required.
10. Helping with rehabilitation programmes, as prescribed by health care professionals.
11. Working with other care professionals such as District Nurses, GPs, etc.
12. Day/evening/night sitting services, as required.

Healthcare:

1. Supporting the client to take prescribed medication (this applies to staff who have successfully completed an assessment).

Dietary Care:

1. Preparation of snacks and meals according to patient's likes/dislikes.
2. Supporting with feeding, as required.

Domestic/Household Services:

1. General cleaning duties, to include cleaning/ dusting/vacuuming/ polishing.
2. Bedmaking.
3. Clearing refuse and rubbish.
4. Laundering/ Handwashing/ Ironing/ Light needlework, as required.
5. Shopping and preparation of shopping lists and assistance with budgeting.

Personal Services:

1. Assistance with personal Finances, including paying bills, collecting pensions.
2. Personal planning (birthdays/anniversaries etc).
3. Democratic rights (voting cards etc).