



Job Description

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 assist 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/hovering/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