



Butterfly Days Ltd is looking for a kind, compassionate, caring, staff to join our small team of carers.

## JOB DESCRIPTION

**POSITION:** DOMICILIARY HEALTH CARE ASSISTANT

**RESPONSIBLE TO:** Manager

### Purpose of Position

- To enable and/or assist individuals to remain in the community, to be supported and maintained safely in their own homes, and thereby enhance the quality of life.
- Encouraging our service user's individuality and independence
- Helping our service user to maintain relationships with neighbours, the neighbourhood, and familiar activities and surroundings, providing social contact at each visit.
- To work as part of a team, assisting other care workers and professionals to provide care for our service user
- Being the face of 'care in the community and acting as our representative'

### Principle Responsibilities

- **To visit Service Users, at times directed by the Care Coordinator(s) and management.**

**To be particularly vigilant** for signs of distress or anxiety in Service Users; any deterioration in physical and /or mental health, or safety of the environment, and to report these as a matter of urgency to your manager or coordinator in her absence.

**To carry out all tasks in a way that demonstrates** respect for the privacy, dignity, and value of all users, irrespective of severity or disability, or personal circumstances.

**To summon appropriate assistance in an emergency.** All actions should sustain, support, and enhance the independence of Service Users, as specified in their care plan.

### Personal Care (As specified on the care plan and subject to appropriate review):

**Assist Service Users in/out of bed, chairs, etc.,** putting into practice training and using agreed procedures. Assist Service Users in turning to relieve pressure areas.

**Assist Service Users in (un)dressing,** care of aids, and personal equipment (hearing aids, glasses, dentures, prostheses, etc).



**Assist Service Users in all aspects of personal hygiene**, i.e. washing, shaving, showering, etc.

**Assist Service Users in feeding.**

**Assist Service Users to access toilet facilities**, emptying commodes, and disposing of incontinence materials, using agreed health and safety procedures.

**Encourage Service Users to maximise** their abilities and skills

## **Domestic**

**Where directed, maintain the cleanliness** of the Service User's home, to meet infection control, health, and safety regulations.

**Light fires or operate other sources of warmth** as requested or agreed to in the care plan.

**Where appropriate home facilities may be required, which include:**

laundrying and iron clothing and/or bed linen.

Undertake essential shopping and payment of bills.

Where directed prepare or reheat meals provided and/or demonstrate to the service user.

## **Social**

**Actively encourage Service Users**, according to their capabilities, to participate in all aspects of daily living activities.

**Develop and maintain personal contact** with the Service User through talking and listening.

**Provide support as part of a caring team**, liaising with informal carers, other agencies, or professionals as necessary.

**Provide companionship at home and/or on outings.** For example, you may be required to stay with a user for one or more hours during the daytime to ensure their safety or you may be required to take the service user to an appointment or shopping.

## **Collaboration with Other Agencies**

**Assist the management to maintain** good relationships with other personnel involved in the care of the Service User, i.e. Community Nurses, Social Workers, G.P's, etc., as part of a caring team.



## **General Duties**

**Complete and Maintain** *accurate, legible, records at the end of each visit using the Roundsys software.*

**Participate in Electronic Call Monitoring system** as appropriate and in place by Employees under their agency terms agreement

**Maintain confidentiality at all times**, *sharing information with those that need to know only.*

**Remind Service Users of their right to complain and inform the Registered Manager that a complaint has been mentioned to you.**

## **Decision-Making Authority**

**To be responsible for any day-to-day** decisions within the confines of the duties allocated and Job Description – ensuring that you report back to the office daily providing an update on the wellbeing and needs of the service user.

## **Qualification and Experience Desirable but not essential**

Level 2 / Level3 Diploma in Health and Social Care or equivalent.

## **Essential**

Complete all Mandatory Training for Health and Social Care

Attend at least 1 in 3 Team Meetings

Complete Practical Training for People Moving and Handling

Complete Medication Training

Complete moving and people training

Understand the effects of aging, disability, incapacity, and illness and the effects these can have on a Service User's well-being.

Training will be given.



### **Special Conditions Criminal Record Bureau Disclosures (DBS & Vetting Check)**

This post will result in you having substantial contact with elderly, sick, or disabled persons. As such Butterfly Days, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Police Act 1997, you reveal any criminal convictions, bind over orders, or cautions, ***including those which would normally be regarded as spent***. You must complete the relevant section on the application form – your application will be returned if this section is incomplete.

If successful in your application you will be subject to a Criminal Records Bureau Disclosure, now under the DBS check system. The fee for this is paid for by the applicant.

Hours to suit most applicants

**Full Details at Interview**