

HOPE HOMECARE SERVICES
LIMITED



LIVE –IN CARER

JOB DESCRIPTION

Reporting to: Registered Care Manager

Hours: Minimum of 1 week

Purpose:

To provide high quality personalised care and support to Service Users, in their own homes on a 24 hour, 7 day week basis enabling them to live independently for as long as they wish

Duties and responsibilities:-

Ability to reside in a Service User's home for extended periods of no less than 1 week

Support with all aspects of daily living such as housekeeping, help with personal care, shopping and medication, accompanying service users to appointments and any other care as detailed in the Service User's Care Plan.

To record accurate and detailed notes in the Care Notes

Where appropriate and under the guidance from the Registered Care Manager, to liaise with Service Users, their relatives, their representatives, GPs and other professionals.

To keep legible, accurate and detailed records in line with Company policy, whilst maintaining the Service User's privacy in accordance with the Company's Confidentiality Policy

To comply with Company policies and procedures. Even though as our employees you will be regularly supervised, you will usually be on your own with the service user in their house, so previous care or nursing experience is essential. Ability to drive is preferred, but not essential.

To attend all training and regular training as required

To attend supervision and annual appraisal, as part of commitment towards personal and professional development

To attend staff meetings as required

To maintain awareness of best practice

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To be of good character, well presented, fit and active. You must also be kind, patient and prepared to respect and fit in with the Service User's lifestyle. You need to be organised and able to work alone and on your own initiative.

To act in a manner that promotes and enhances the welfare of the Service User and the Company, ensuring that no act or omission results in the Company being brought into disrepute

To promptly inform the Registered Care Manager if you experience difficulty getting to your scheduled visit the agreed time

I,(Applicant's Full Name), understand the Job Description and I am aware of my duties and responsibilities.

Signature

Date

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PERSON SPECIFICATION

	Essential	Desirable	Assessed by:
Qualification	<ul style="list-style-type: none"> ● Good level of general education Literate/numerate ● Legible handwriting 	<ul style="list-style-type: none"> ● NVQ or other qualification in care or willingness to train towards such a qualification 	<ul style="list-style-type: none"> ● Application form ● Interview
Skills/Experience	<ul style="list-style-type: none"> ● Previous experience as a Live-in Carer or previous experience in caring for people in their own homes ● Experience of running a home i.e cleaning, cooking ● Ability to reside in a Service User's home for extended periods ● Ability to work independently without close supervision ● An understanding of the needs of elderly people ● An understanding of the needs of people with an illness or a long term illness ● Ability to communicate effectively and clearly both verbally and in writing ● Desire for supporting a dependent person with activities 	<ul style="list-style-type: none"> ● An understanding of the health and social care sector and the provision of personalized care ● Caring for a person with Dementia or a long illness ● Ability to adapt communication style in order to meet a variety of different circumstances 	<ul style="list-style-type: none"> ● Application form ● Interview ● References
Special aptitudes	<ul style="list-style-type: none"> ● Kind, patient, reliable, caring ● Good report writing ● Good listener/observer 	<ul style="list-style-type: none"> ● Ability to speak another language 	<ul style="list-style-type: none"> ● Application form ● Interview ● References

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	<ul style="list-style-type: none"> ● Appreciate the importance of caring for or supporting a person to maintain communication when hearing, sight and/or mental faculties are impaired ● Commitment to providing and maintaining high standards of personalised care ● Willingness to undertake continuous training to ensure a current understanding of the role 		
Attitudes	<ul style="list-style-type: none"> ● Remaining calm under pressure ● Flexible ● Good time keeper ● Helpful 	<ul style="list-style-type: none"> ● Cheerful ● Sense of humour ● Enthusiasm ● Good appearance 	<ul style="list-style-type: none"> ● Interview
Other	<ul style="list-style-type: none"> ● Legal right to work in the United Kingdom ● Satisfactory DBS (Data Baring Service) Check 	<ul style="list-style-type: none"> ● Full and valid driving Licence ● Ability to drive and have the use of own car 	<ul style="list-style-type: none"> ● Application form ● Interview