



JOB DESCRIPTION

POST:	Home Care Worker
LOCATION:	Home Care Service - Various Locations
GRADE:	Band 2
REPORTS TO:	Home Care Co-Ordinator
RESPONSIBLE TO:	Co Director, Adult Social and Primary Care

JOB SUMMARY/MAIN PURPOSE:

The Home Care Worker works as part of the home care team providing care to a range of service users living in their own homes. They will provide support to service users to enable them to lead as independent a lifestyle as possible. The care service will include a programme of personal care and household management that is personalised for each service user in the form of a care plan. Care duties will therefore include assisting the service user with a range of activities and in doing so will at all times observe and respect the service users' dignity, privacy and independence as far as practical.

Staff will work under the supervision of the Home Care Manager to ensure allocated duties are carried out according to the policies and procedures of the Trust, Health & Safety Standards and Policies and the domiciliary care standards.

Main Duties/Responsibilities

1. To adhere to the codes of practice and values of the Belfast Trust Home Care Service and the Northern Ireland Social Care Council.
2. To assist with activities of daily living as outlined in the care plan and directed by the Home Care Manager to include the following:
 - Personal Care
 - To administer medication as prescribed
 - Dietary care to include provision of meals
 - Domestic/household management

3. To provide practical assistance and encourage service users with activities of daily living in both supporting them to continue or return to living at home. In addition the home care worker will take on a supportive and empowering role enabling and supporting service users to have independence and control over their daily living issues.
4. To report to Home Care Manager any concerns, regarding the medical, social or physical needs and changes in service users condition.
5. To contribute to the enhancement of the physical health and well being of the service users in their care through the implementation of the agreed care plan.
6. To maintain accurate, concise and timely records of service user care, medication sheets, shopping records, time sheets and mileage sheets and any other written information as required by the Home Care Manager.
7. To participate in reviews of service users care plans as required.
8. To participate in staff, team and quality management review meetings as required.
9. To participate in individual and peer supervision and PCP/PDP's annual reviews.
10. To undertake training as required and ensure attendance at mandatory training and other training to maintain PRTL requirements for registration with NISCC.
11. To undertake any other duties as required by the Home Care Manager.
12. To commit to work flexibly to include evenings, weekends and respond to any emergencies where staff are required to meet the needs of the service.
13. To provide cover throughout the service area during periods of 'down-time' with existing home care service users.
14. To maintain good relationships with other staff involved in the care of the service user, i.e. community workers, social workers, GP's etc. as part of a caring team.
15. To adhere to all Health and Safety directives whilst carrying out duties including the use of personal protective equipment (PPE).
16. To promote equality of opportunity and good relations as outlined in the Trust's Equality Scheme.
17. To be aware of the Human Rights legislation in relation to the requirements of this post.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the on-going confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Records Management

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “ Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with on going reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);

- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Values

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

Personal Public involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's on-going commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***



Belfast Health and Social Care Trust

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JOB SPECIFICATION

POST: Home Care Worker

LOCATION: Home Care Service - Various Locations

ESSENTIAL CRITERIA:

1. One year's paid experience directly caring for older people or other service user group and willingness to undertake QCF level 2 within 2 years of commencement.
And
Have NISCC registration or be eligible for registration or have lodged an application with the NISCC
2. Hold a current full driving license valid in the UK and have access to a car. These criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to organize suitable alternative arrangements.
3. Ability to keep written records.
4. Excellent timekeeper and reliable.
5. Good communication skills.
6. Ability to work flexibly across the home care service to meet the needs of service users to include evening and weekend work.
7. Ability to work with others.
8. Demonstrate an understanding and knowledge of the needs of service users who require care and support.
9. Willingness to undertake training to meet regulatory training standards.

DESIRABLE CRITERIA:

QCF Level 2 or equivalent qualifications in care

This post involves working in regulated activity with vulnerable groups. As such, postholders will be required to register with the Independent Safeguarding Authority.

VALUE BASED RECRUITMENT

* Values Based Recruitment is a process adopted by the Belfast Trust to attract and select employees on the basis that their individual values and behaviours align with those of the Trust and incorporating the Healthcare Leadership Model.

It focuses on the 'how' and 'why' people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

In answering the value based questions you have the opportunity to share examples of when you have demonstrated values relevant to the Belfast Trust.

Belfast HSC Trust Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role.



RESPECT & DIGNITY

- Being respectful to others
- Showing compassion to those who need our care
- Acting fairly and even-handed
- Acknowledging the good work of others
- Supporting others to achieve positive results



OPENNESS & TRUST

- Communicating openly and consistently
- Listening to the opinions of others and acting sensitively
- Being trustworthy & genuine
- Ensuring that appropriate information is shared honestly



ACCOUNTABILITY

- Taking responsibility for your own decisions and actions
- Openly admitting your mistakes and learning from them
- Using all available resources appropriately
- Challenging failures and poor practice courageously



LEADING EDGE

- Actively seeking out innovative practice
- Participate in new approaches & service development opportunities
- Share best practice with others
- Promote the Trust as a centre of excellence



MAXIMISING LEARNING & DEVELOPMENT

- Act as a role model for the development of others
- Continuing to challenge my own practice
- Fulfill my own statutory mandatory training requirements
- Actively support the development of others