**AGE UK DONCASTER**

**JOB DESCRIPTION**

**JOB TITLE:** Home CareSupport Worker

**LINE MANAGER:** Home Support Services Manager

**JOB PURPOSE:** To provide person centred support based on individual outcomes with service users in their own homes in line with the agreed policies and procedure of Age UK Doncaster and in a manner which at all times promotes the dignity and independence of service users.

**DUTIES:**

A Home Care Support Worker means many things to service users and you will establish a vital trusted, professional relationship with service users which will provide the service user with emotional support.

The following lists practical duties which serve to indicate the range of tasks expected

1. **Personal Care Tasks:**

 (a) Supporting service users to get up/go to bed

(b) Supporting service users to dress/undress or change clothes

(c) Supporting service users with washing, bathing or showering

(d) Supporting service users with continence needs including the emptying of catheter bags and commodes

 (e) Supporting service users with oral hygiene

(f) Supporting service users with washing and brushing their hair

 (g) Supporting service users to shave

 (h) Supporting service users to take their medication appropriately

1. **Domestic Tasks:**

 (a) Supporting service users with preparing and cooking meals

 (b) Supporting service users with making drinks

 (c) Supporting service users with washing up

 (d) Supporting service users with preparing and lighting fires

 (e) Supporting service users with making/changing beds

 (f) Supporting service users with laundry requirements

 (g) Supporting service users with shopping

1. **Social Care Tasks:**

 (a) Supporting service users to make phone calls

 (b) Supporting service users with reading

 (c) Supporting service users with letter writing

 (d) Supporting service users to maintain or develop social relationships

(e) Supporting service users to maintain or improve skills of daily living

 (f) Supporting service users to maintain or improve social skills

 (g) Support service users to have meaningful social interactions

 (h) Provide support to attend appointments

1. **General tasks:**

 (a) Supporting service users to pay bills

 (b) Supporting service users to collect prescriptions

 (c) Ensuring service users wellbeing and reporting any concerns or changes in service users health or circumstances to your line manager

 (d) Complete accurate and comprehensive service delivery records within the service users home

 (e) Participate in regular supervision sessions, team meetings and annual reviews with your line manager

 (f) Participate in all training as required for your professional development

 (g) Any other reasonable duties that may be required in line with the job purpose.

**Hours of work**: Minimum 16 hours per week guaranteed. Full or part time hours Subject to agreement. The service operates 24 hours a day, 365 days a year. The post includes working a regular fortnightly working pattern and includes alternate weekends

**Rate of pay:** £8.90 per hour **plus** paid travelling time at £8.90 per hour **plus** enhancements for bank holiday and weekend working.

**Annual leave entitlement:** 5.6 weeks per annum to include bank holidays

For guidance purposes only