

## Care Companion

Age UK Lincoln & South Lincolnshire is an independent charity, part of the Age UK brand partnership, based at the Park Street Activity Centre in Lincoln for over 65 years. With more than 260 employees working across Lincolnshire, we support more than 5,000 older people every week.

### Our vision and mission statements drive everything we do:

Our vision: *A world in which older people flourish.*

Our mission: *To improve lives of older people.*

### Our values underpin our work:

- **Caring & Understanding** – We recognise and understand the individual needs and requirements of our customers.
- **Dignity & Respect** – We treat our customers with the dignity and respect that they deserve at all times.
- **Dedicated & Passionate** – We are dedicated and passionate about ensuring the voice of older people is heard and valued.
- **Independence** – We are committed to supporting older people to live a fulfilling and independent lifestyle.
- **Compassionate** – We work compassionately to provide services and support to older people in our community.

## Job Description

<b>Job Title:</b>	Care Companion
<b>Job Category:</b>	Care Services
<b>Location:</b>	Countywide, in specified areas
<b>Hours of work:</b>	07:00-14:30 and 13:30-22:00
<b>Responsible to:</b>	Registered Care Services Manager
<b>Job Purpose:</b>	Care Companions are fully trained carers able to support clients in their own homes, or accompany them to social activities in the community. Support is delivered from 30 minutes per day to full days or evenings, in order to meet the needs of the client, providing companionship and personal care where appropriate. The post holder will ensure that high quality care and companionship is delivered in a person-centred way.

### **Main Tasks:**

- Accompany clients to appointments and community activities using your own vehicle.
- Follow a formal Care Plan in order to deliver personal care in line with AUKLSL and CQC standards, to promote the Service User's independence, dignity, privacy and choice.
- Offer companionship in the client's home joining them in activities for example, but not limited to, cooking a meal, light gardening tasks, playing a board game.
- Maintain a safe environment for the Service Users in their own homes, whilst respecting their choices and rights.
- Communicate and liaise with other staff members within the organisation to ensure a holistic approach to the Service User's needs.
- Attend visits in a timely manner.
- Record visits using AUKLSL's digital systems.
- Attend and complete relevant training assigned to the role, including the recognised Care Certificate qualification.
- Carry out food preparation as per the Care Plan.
- To record all information of service delivered within the Care Plan.
- Report all incidents in the appropriate manner to the Registered Care Services Manager/Care Coordinator.
- Work within Health & Safety, Confidentiality, Safeguarding, Medication Handling and Mental Capacity guidelines.
- Work as part of a team and attend regular team meetings.
- Support other departments within Age UK Lincoln & South Lincolnshire, as required.
- Carry out other duties as deemed reasonably appropriate by your Line Manger
- At the heart of our organisation, a "One Team" approach aims to support creative and flexible responses from every member of our workforce to benefit each and every older person using our services; from personal care, support services, befriending, information and advice, retail and fundraising; there is an expectation for everyone to support colleagues beyond their own team.
- Any other duties which are consistent with the post.

## **Additional Information**

### Using your car

A full UK driving licence with access to your own car is essential for this role. You must provide your driving licence, proof of vehicle insurance with business use and the make, model and colour of your vehicle.

### Mileage

We pay mileage for you to travel to and from clients, this is calculated through Sales Force and automatically paid to you.

Probation Period

All employees are subject to a six-month probationary period.

DBS (Disclosure & Barring Service)

This post requires an enhanced DBS check (adult’s barred list).

## Conditions of Employment

- ✓ Receipt of two satisfactory references (one must be a professional reference from your current or most recent employer; neither may be related to you)
- ✓ Proof of your right to work in the UK (please visit <https://www.gov.uk/prove-right-to-work> to find out what documents we can accept as proof)
- ✓ A satisfactory enhanced certificate issued by the Disclosure and Barring Service (please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents> to find out what documents we can accept as proof)

## Person Specification

<b>E</b>	<b>Essential</b>	<b>D</b>	<b>Desirable</b>	<b>A</b>	<b>Application</b>	<b>I</b>	<b>Interview</b>
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Experience		
Experience of providing care within people’s homes	D	A/I
Experience in following Lone Working procedures	D	A/I
Ability to work in a small team	D	A/I

Knowledge		
Understanding and appreciation of the needs of older people and persons at risk	E	A/I
Excellent two-way communication skills with proven ability to communicate effectively both verbally and in writing and liaise effectively with people at all levels and from a variety of cultural backgrounds	E	A/I
Awareness of Age UK Lincoln & South Lincolnshire’s services and support	E	A/I
Good knowledge of CQC regulations and outcomes	D	A/I

Personal Qualities
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Professional with the ability to maintain confidentiality levels at all times	E	A/I
Commitment to providing care that is person centred	E	A/I
Self-confident and enthusiastic	E	A/I
Excellent organiser, proactive and a good time keeper	E	A/I
Flexible approach and adaptable to change	E	A/I
Good local knowledge of services for older people	D	A/I

### Education & Qualifications

Good general standard of education	E	A/I
Evidence of training and ongoing development	D	A/I
Qualification to NVQ Level 2 (or equivalent) in Health & Social Care	D	A/I

### Other Requirements

Flexibility to accommodate additional shifts where necessary	E	
Full driving licence with access to own vehicle and business insurance	E	
Satisfactory Enhanced DBS check	E	
Full availability across shift pattern covering 7am till 10pm	D	