**JOB DESCRIPTION**

**Job Title: Home Carer**

**Job Location: Home Care Central Manchester (All Areas)**

**Reporting To: Home Care Registered Manager**

**Hours of Work: Variable**

**Salary: £12 per hour, with enhanced rates for weekends and bank holidays.**

**Purpose of Job:** (As set out in contract of employment.)

1. To have individual responsibility for the provision of a flexible home care service to adults within their own homes.
2. To perform a wide range of duties, which may include personal care, with the aim of creating a supportive environment where service users can achieve maximum independence.
3. To provide relief cover for other staff members when required.

**Tasks**

1. To work as directed by the home care manager, to undertake tasks as contained within the individual service user’s care plan.
2. To report observations with regards to the service user’s wellbeing, to the Home Care Manager.
3. To record care provided within the service user’s report book located in their home.
4. To undertake such training as may be required from time to time.

**Personal Care may include:**

1. To carry out personal and caring tasks for service users who, because of their incapacity are unable to do those tasks for themselves. This may include assistance with getting in and out of bed, washing, dressing and bathing. (Personal care may also include emptying commodes and disposing of continence aids.)
2. To encourage service users to feed themselves but where appropriate to help with feeding and drinking, taking into account individuals’ personal tastes and preferences.
3. Where agreed in the care plan and in accordance with Age Concern Manchester’s medication policy, ensure the service user takes prescribed medication.

**Domestic Care May Include:**

1. To prepare and cook meals, including the preparation of snacks and drinks.
2. To undertake shopping for goods and household commodities on behalf of the service user.
3. To make beds and change bed linen.
4. To launder and iron clothes either in the service user’s home or using a launderette, (This may include dealing with soiled linen.)
5. Cleaning and tidying service user’s homes using domestic appliances where appropriate.

**Social care may include:**

1. To establish a supportive relationship with the service user providing a degree of companionship and provide links with the community.
2. To help service users to be aware of resources available to them in the community.
3. To help service users to contact or make appointments with Doctors, Dentists, advisors etc.

**General:**

1. To follow Health and Safety / infection control guidelines carefully and alert the Day Centre Management Team immediately of any concerns in relation to Health and Safety and infection control issues.
2. To complete any administrative records accurately and regularly.
3. To work flexibly and provide relief cover within the organization as required.