



| JOB DESCRIPTION | |
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| Job Title: | Care Assistant – Extra Help Team |
| Organisation: | Age UK Northamptonshire |
| Reports To: | Assistant Manager – Extra Help Team |
| Job Purpose: | To provide a high quality home care service to patients in the last days of life, working in collaboration with other care providers to deliver practical support as required. This care is part of a range of services to enable the patient to die with dignity in their own home. |
| Location: | Countywide in patients' homes |
| Salary Scale: | Band 4 |
| Working Pattern: | Individual Contracts, all to include weekend and Bank Holiday working |

| Main Tasks and Responsibilities: | |
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| | <ol style="list-style-type: none"> 1. To respond sensitively and appropriately to the needs of patients and their carers 2. To maintain the safety and comfort of the person receiving care 3. To undertake personal care tasks as required. Following appropriate training these may include: <ul style="list-style-type: none"> • Washing and changing clothing • Maintaining continence, toileting, catheter care, use of commode, • Meal preparation • Provision of fluids • Feeding 4. To undertake domestic care tasks as required. These may include <ul style="list-style-type: none"> • Housework • Changing sheets and bedclothes • Laundry and ironing • Shopping and running errands 5. To undertake tasks to support the patient's carer. These may include <ul style="list-style-type: none"> • Undertaking care tasks on behalf of the carer to allow them to take a break • Providing a sitting service to allow carer to sleep or leave the home for a short period • Providing the patient with opportunity to talk about the current situation and their feelings • 6. To work flexibly within allocated shift. A shift may comprise of visits to a number of patients, or an extended period with just one or two patients, dependent upon need and service demands. 7. To report to supervisor or senior staff member any concerns or significant changes to the patient's health and well-being. 8. To complete written documentation as required by the service to ensure continuity of high quality patient care 9. To maintain the confidentiality of the patient and their carer at all times 10. To undertake training as required for the role, and to participate in team meetings, supervision and support networks 11. Although every effort will be made to minimise travelling carers will be expected to travel within the county of Northamptonshire as the service demands. |



The tasks and responsibilities shown above are not exhaustive, and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review, and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

| ATTRIBUTES | Desirable or Essential | How this will be tested |
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| <u>Education and Qualifications</u> | | |
| Good General Education to GCSE level | E | AF |
| NVQ2 in Social Care (or a willingness to undertake qualification within 2 years) | D | I |
| <u>Experience</u> | | |
| Experience of working with older people | E | AF/I |
| Experience of care work | D | AF/I |
| Hands on experience and life skills | E | AF/I |
| <u>Abilities and Skills</u> | | |
| Full driving licence and access to a vehicle | E | AF |
| Ability to work alone, but also as part of a team | E | AF/I |
| Empathy; understanding the behaviour of others, and the contributory factors behind this | E | I |
| Good interpersonal skills, and the ability to record accurately both verbally and in writing | E | I/T |
| Good levels of physical fitness in order to comply with manual handling instructions and to provide personal care to patients | E | I |
| Flexible and adaptable, with the ability to work on own initiative | E | I |
| Problem solving skills | D | AF/I |
| Knowledge of working within the voluntary sector | D | AF/I |
| Experience of working with individuals and their carers who are in the end stages of their life | D | AF/I |
| <u>Equal Opportunities</u> | | |
| An understanding of equal opportunities, and the ability to work in an appropriate and sensitive way with all patients | E | I |
| <u>Training</u> | | |
| Willingness to undertake training within the job role to enhance knowledge and skills, thereby improving patient care | E | AF/I |

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| Prepared By: Su Brazell | Date: |
| Authorised By: Pamela Kom | Date: 31.10.10 |
| | Updated 15.01.19 |