

JOB TITLE: **Personal Care Assistant – Home Support**

JOB PURPOSE:

Responsible to the Operations manager to enable clients living within the community, to maintain an acceptable standard of hygiene and assist with any personal care needs within established policies and procedures of Age UK Stafford & District.

DUTIES AND RESPONSIBILITIES

- 1 Assist or supervise client when taking a shower or bath
- 2 Assist or supervise client when using mechanical aids
- 3 Assist with hair washing and drying
- 4 Shaving
- 5 Prompt medication/apply creams
- 6 Assistance with dressing/ undressing
- 7 Assist with bed changing
- 8 Maintaining a clean and tidy working environment
- 9 To maintain weekly timesheets and records in service user guides
- 10 To hand in timesheets and monies on a weekly basis.
- 11 Work within the framework of the Health & Safety at Work Act and report any accidents however small.
- 12 Follow confidentiality policy as outlined in your Staff Handbook.
- 13 Attend any training deemed necessary.

- 14 Ensure all Age UK Stafford & District's policies and procedures are strictly adhered to.
- 15 It is not acceptable for Age UK staff to undertake ANY private work for Age UK clients to which they have been introduced by our services, directly or indirectly.

GENERAL INFORMATION

This job description does not claim to identify all tasks involved in the post but tries to outline the main tasks. It is expected that the post holder will have a flexible attitude towards working patterns and practices to meet changing business needs of the organisation and the job description will be reviewed annually. Any variations will be consistent with the level of responsibility contained in the job description.

The post holder is required to attend and contribute to team meetings, supervision and appraisal sessions and attend training sessions relevant to the role.