** Next Care Ltd**

 **Caring for all...**

**JOB DESCRIPTION**

**Job Title: Carer
Hours: Full-time / Part-time
Location: Leicester**

**Job Description:**

It is important that all employees of Next Care follow the policies and procedures as laid out in the staff handbook and the ‘policies and procedures’ book which is kept in the office and available for any care worker to use.

The role of the care worker is to perform duties and tasks to facilitate our service users to live at home in a safe secure and comfortable way and to participate within their community. All service users responsibilities will vary.

#### **Duties**

The care worker will be briefed before undertaking any new assignment with the specific tasks involved but in every case it is incumbent upon the care worker to carry out the work in a safe and professional way and to adhere to the specific instructions as well as the policies and procedures of the company.

Care Workers are frequently the only people that a service user may see on a daily basis and clearly there is a responsibility to report any relevant information back to the supervisor. It is not the role of the care worker to become involved in notifying family, friends or relatives of changes. This will be carried out by the Next Care admin team, based on the advice received from the care worker. The care worker does not have responsibility for staff. The role carries with it a weight of responsibility and therefore we are looking for reliable and hardworking carers to join our team.

The permanent equipment provided by Next Care such as uniform, identity badge and any other equipment required to carry out the role, are the responsibility of the care worker as is making sure that consumables such as disposable gloves and aprons are available and not in short supply.

Whilst the supply and upkeep of any equipment such as wheelchairs and hoists are not the responsibility of Next Care or its employees, it is expected that causes for concern with any of such items would be passed by the care worker to the supervisor.

By its nature domiciliary care requires care workers to travel from place to place. Care workers must therefore have the ability to do this, either by public transport or by their own means.

A thorough training programme is applicable to every member of the Next Care team. This constitutes both initial and on-going training and is a requirement of all staff. Every member of staff will be required to apply for, and achieve, a satisfactory Criminal Records Bureau check (DBS).

**Key Duties and Responsibilities**

*Essential:*

* Reliable
* Genuine care for others
* Good communication skills
* Ability to follow instructions and adapt

*Desirable:*

* Experience in a care setting
* Own transport
* Flexible availability

*Key Competencies:*

* To be able to cope with emergency and difficult situations
* To be able to attend all service users calls
* To be able to communicate with other people
* To be able to maintain high standards of care provision

*Examples of Tasks:*

* Assist service users for morning and night routines
* Assisting service users in dresses and preparing them for their day
* Washing, bathing, showering, brushing hair and brushing teeth
* Toileting including assisting with the use of a commode
* Continence management
* Using manual handling equipment as specified
* Working with other health care professionals such as District nurses, GP’s, Occupational therapists, etc
* Planning meals and shopping
* Vacuuming, dusting, taking out rubbish, organising cupboards
* Social interaction and companionship
* Supporting with accessing community resources including shops, cafes, GP, library, social gatherings

If you would still like to work with us, please email us your complete CV with a covering letter on:

info@nextcare.org.uk