

Beaumont Healthcare Ltd

Live In Carer Job Description

Location: Community

Responsible to: Area Manager

Overall Purpose Statement

Live-In Carers are employed to work within service user' homes to provide a timely, flexible and complementary role over a 24 hour period to organise the household and personal care routine of the service user.

The aim of this level of support is to enable service users to remain at home with as much independence as possible and to support the service user in achieving a good quality of life and improving their life outcomes. Service user' personal preferences must be respected at all times.

Live-In Carers must carry out the tasks in a professional, discreet and caring manner. Respect, dignity, privacy, property and confidentiality must be shown to the service user' at all times.

Live-In Carers provide personal and practical care and support services for service user with a wide range of illnesses and disabilities in their own home.

Live-In Carers will be expected to carry out care services and duties unsupervised in all areas. A shift pattern will be established but will normally involve a 2- 3 hour break every day.

Qualifications and skills

Essential

- Good written communication
- Eligibility to work in the UK
- Ability to work in different areas
- Friendly positive and outgoing person
- Caring and reliable
- Good time management
- Good interpersonal skills
- Good organisational skills
- Team player with a flexible attitude
- Clear fluent English speaker
- Honest and Trustworthy
- Clear CRB report
- Up to date mandatory training qualifications

Desirable

- NVQ
- NVQ Level 2 in Care (working towards or achieve)
- Health & Safety Qualification

Experience

Essential

- Experience of domiciliary care obtained either in the employee's own household, in voluntary work or in paid employment
- The ability to work on own initiative and without basic supervision
- The confidence to liaise and work with other professionals and agencies ie. doctors, district nurses, physiotherapists etc
- The drive and desire to promote and enable a service user's independence

Desirable

- Experience of working 1 to 1 with an elderly or dependent service user
- Familiarity with the needs of a service user needing care
- The ability to relate positively to dependent a service user and other carers in their own homes

Duties & Key Responsibilities

Level 1 Service user – Domestic and Social Assistance

To ensure that the duties as defined by the area manager are delivered as detailed in the care plan. This may consist of the following:

- To assist a service user who need help with domestic duties such as dusting, vacuuming, bed making, laundry and ironing
- To assist with household duties such as menu planning, meal preparation for service user and their visitors, looking after household pets (feeding and walking), household plants etc.
- To assist service user with financial matters and money management including shopping, pension collection, payment of bills on behalf of the service user etc
- To assist service user with correspondence, arrangements for outings and visitors
- Assisting the service user in using public transport
- Attending social outings with service user such as places of worship, regular clubs, visiting family, friends etc
- Assisting the service user to fulfil activities of daily living, eg. working, leisure and education.

Level 2 Service user – Domestic and Personal Care

To ensure that the duties as defined by the Area manager are delivered as detailed in the care plan. This will consist of Level 1 Care Service and in addition may consist of the following:

- To assist service user who need help with getting up in the morning, dressing, undressing etc
- To assist service user who need minimal help with washing, bathing, showering, hair care, shaving, oral hygiene etc
- To assist service user with toilet functions – ie. using the toilet or commode, emptying and cleansing the commode
- To assist the service user with prescribed, medication only
- To undertake health care tasks under the direction of a health care professional
- To assist service user with feeding
- To assist service user with mobilising and transferring
- To give support to the family and other carers
- To assist in looking after pets e.g. feeding and walking.

Level 3 Service user – Domestic and Full Personal Care

To ensure that the duties as defined by the Area manager are delivered as detailed in the care plan. This will consist of Level 1 and 2 Care Services and may consist of the following:

- To renew and/or empty catheter bags using clean, careful techniques
- To assist service user with mobilising and transferring using hoists etc
- To assist service user with full toilet care including incontinence
- Providing post operative care following elective surgery
- Providing preventative pressure area care
- Caring for service user who may have a slight degree of memory loss
- Responding to night calls for care needs

Level 4 Service user – Complex Care

To ensure that the duties as defined by the Area manager are delivered as detailed in the care plan. This will consist of Level 1, 2 and 3 Care Services and may consist of the following:

- Caring for terminally ill service user
- Caring for service user with profound dementia
- Caring for service user who suffer from periods of frustration, irritation, anxiety and agitation
- Caring for service user who suffer from memory loss
- Providing pressure area care for immobile service user
- Stoma care
- Providing post operative care following major surgery
- Be NVQ 3 qualified

Working Relationships:

- To work in maintaining the standards in accordance with the philosophy of care
- To identify and discuss care needs and outcomes of service user with the Area managers
- To cover the absence of colleagues during periods of annual leave and sickness
- To report developments, significant incidents or noticeable changes in health, behaviour or circumstances of the service user to the Area manager
- To participate in reviews as required and to record services provided on the service user' records when requested
- To attend and participate in staff meetings as required
- To maintain confidentiality at all times
- To report any breaches of confidentiality to the Area manager in line with current policy
- To attend and participate in forum meetings every two months
- Adhering to company policies and procedures at all times

Health and Safety:

- To carry out duties in line with safe working practices ensuring adherence to Health and Safety standards e.g. safe manual handling practices
- To use all equipment provided safely when providing care e.g. hoists and other manual handling aids as dictated in the service users individual risk assessment
- To use protective clothing and gloves
- To attend any training deemed appropriate for the role

Paperwork:

- Ensure that all service user paperwork is completed in line with requirements
- To ensure that all timesheets are returned to the office by the required day and time
- To complete holiday requests giving appropriate notice to the office

Personal Development:

- To identify personal training and development needs and to participate in the staff personal development programme
- To maintain the staff induction folder with policies and procedures and to be familiar with them

Confidentiality:

- Maintain confidentiality of service users and colleagues at all times.

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the service user and in keeping with the general profile of the role.