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	JOB DESCRIPTION LIVE IN SUPPORT WORKER	

JOB TITLE: Live In Support Worker

ACCOUNTABLE TO: Care Services Manager

RESPONSIBILITIES:

1. To provide an excellent Service of Care to clients to enable them to lead as independent a lifestyle as possible. This Care Service will involve a programme of personal care and household management that is personalised for each client in the form of a Care Plan. Care duties will therefore include assisting the client with the following activities and in so doing will at all times observe and respect the client's dignity, privacy and independence as far as practical:

1.1 Personal Care:

- 1.1.1 Dressing and undressing / preparing the client for Day Care or trips out.
- 1.1.2 Washing / bathing / showering / shaving / grooming / cleaning teeth.
- 1.1.3 Hair care (washing / brushing).
- 1.1.4 Nail care (filing of finger nails only – no cutting).
- 1.1.5 Toileting and all aspects of personal hygiene.
- 1.1.6 Contenance management.
- 1.1.7 Care of pressure sores (under appropriate nursing supervision).
- 1.1.8 Getting in and out of bed.
- 1.1.9 Assisting with the use of Aids to Daily Living / Rehabilitation Aids, as required.
- 1.1.10 Helping with rehabilitation programmes, as prescribed by Healthcare professionals.

1.2 Healthcare - reminding the client to take prescribed medication.

1.3 Dietary Care:

- 1.3.1 Preparation of snacks and meals according to the client's likes / dislikes.
- 1.3.2 Assisting with feeding, as required.

1.4 Domestic / Household Services:

- 1.4.1 General cleaning duties, to include cleaning / dusting / vacuuming / polishing.
- 1.4.2 Bed-making.
- 1.4.3 Clearing refuse and rubbish.
- 1.4.4 Laundering / Hand-washing / Ironing / Light needlework, as required.
- 1.4.5 Fuel Management.
- 1.4.6 Shopping and the preparation of shopping lists and assistance with budgeting.

1.5 Personal services:

- 1.5.1 Assistance with personal Finances, to include paying bills, collecting pensions.
- 1.5.2 Personal Planning (birthdays / anniversaries etc)
- 1.5.3 Democratic rights (voting cards etc).

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2. To conform to all Policies and Procedures laid down by the Company in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant.
3. To participate as directed by your Line Manager in Induction Training and regular In service Training programmes.
4. To maintain accurate, concise and timely records of client care, diary sheets, and time sheets.
5. To participate in Staff, Team and Quality Management Review Meetings as directed by your Line Manager.
6. To report back to the Care Services Manager on any aspect of client care which he/she feels warrants investigation or urgent action.
7. To report any changes in the client's health or situation as soon as possible to the Care Services Manager.
8. To participate in reviews of clients' Care Plans as required.
9. To be aware of the tasks and activities which must NOT be undertaken as part of care duties.
10. To abide by the Terms of Engagement as agreed with Claimar Care Ltd.
11. To maintain a responsible, caring and professional attitude at all times.
12. To liaise with and support the client's family and friends, members of the Claimar Care Ltd Team, and any other members of the care providing agencies and health care professionals.
13. To report any changes in your situation affecting your ability to work, as agreed, to Claimar Care Ltd as soon as possible.
14. To report any matter in your area of work that gives rise to concern, especially matters relating to client and/or worker safety, to Claimar Care Ltd as soon as possible.
15. To attend work as agreed with Claimar Care Ltd.

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 have to be varied subject to the needs of the service and in keeping with the general profile of the post.