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| **Abbeyfield Ferring Society** | **JOB DESCRIPTION** |
| **Job Title** | Community Care Assistant |
| **Unit** | Domiciliary Care |
| **Responsible To** | Domiciliary Manager |
| **Responsible For** | - |
| **Salary** | Minimum £per annum plus mileage |
| **Hours of Work** | Flexible |
| **Role Category** | Frontline Worker |

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| **Job Requirements** | |
| **Essential** | * Relaxed and conversational nature * Honest and trustworthy * The ability to work with empathy and understanding at all times * To understand the needs of older people and the problems that they may face. * The ability to communicate clearly in the English language and to follow care plans making additional comments as and when required. * Physically fit to support client s * Ability to work flexibly and some unsociable hours * Satisfactory DBS checks |
| **Desirable** | * Previous experience relevant to the role * Experience in providing personal care (although full training will be given) * Previous work with older people * Access to the use of own car with business insurance. * Health and Safety understanding |

# Job Purpose

To work under the direction of the Domiciliary Manager and the Rota Co-Ordinator.

To meet the domestic and/or personal care needs of the client as requested and to encourage them to enjoy an independence commensurate with their ability, situation and wishes.

To promote in a positive and professional manner the image of Abbeyfield Ferring Society.

**Main Duties**

* To respond to the domestic and/or personal care needs of the individuals support needs as specified on their care plans.
* To ensure any changes in the client, report to the manger and record appropriately.
* To be responsible for managing your own time sheets and picking up work rotas in advance of the working week and returning those sheets in a timely manner.
* To ensure an individual’s care plan are risk assessment are up-dated and filled out clearly and concisely for each client.
* To administer medication as per instruction in the client care plan and report any changes to the manager
* To undertake any shopping requirements on behalf of the client and/or to accompany client s on any appointments necessary.
* To assist client s in the preparation of food/beverages and meals, as set out by the care plan.
* To respond to the special needs of the client, for example sensory loss, mobility issues and use of any aids and appliances.
* To be familiar with the location of all mains supplied to the client’s house in case of emergency.
* Qualification in care to at least level 2 NVQ/Care Certificate or work towards achieving and completing this within first 6 months of being employed.
* To attend required training and to ensure all mandatory training needs are up-to-date.
* To attend any team meetings required.
* To be familiar with and adhere to all applicable regulations, including Health and Safety at Work Act 1974.
* To work effectively with the Manager, Rota co-ordinator and Team Leader.

**Health and Safety**

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

1. Take reasonable care of yourself and others at work
2. Co-operate with Abbeyfield Ferring Society to ensure the laws relating to health and safety are not broken.
3. Report any problems or concerns about health and safety to the Chief Operations Officer or a member of the Board of Trustees.

**Equal Opportunities**

Abbeyfield Ferring Society is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

**Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

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| **Signature** |  |
| **Name** |  |
| **Date** |  |

**ABBEYFIELD FERRING SOCIETY ROLES SPECIFICATION**

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| **Leadership Levels** | |
| **Frontline Worker** | Applies to all staff without a direct supervisory or management responsibility working directly with or for the users of our services or within a support function. For example housekeeping assistant, care workers, support workers and administrators |
| **Frontline Leadership** | Applies to all staff with a supervisory responsibility working directly with or for the users of our services or work without direct supervision within a support function. For example, senior care assistants, senior support workers, head cook, deputy managers |
| **Operational Leadership** | Applies to all staff with direct line management responsibility for a service, a defined group of staff and/or for a support function. For example registered managers, service managers, office managers. |
| **Strategic Leadership** | Applies to all senior managers with responsibility for the strategic direction and operational management of Abbeyfield Ferring Society. For example, Chief Operations Officer and Trustees |