

# **ENFIELD CARERS CENTRE**

## **Care Support Worker**

**Position:** Care Support Worker

**Location:** Service user's home

**Hours:** Zero Hour Contract

**Salary:** London Living Wage

**Reports to:** Homecare Manager

### **Purpose of post**

Enfield Carers Centre provides support to carers and people with care needs 24 hours a day, 365 days a year. The Care Worker's working pattern will be agreed between them and a senior member of staff.

Staff will be encouraged and supported to see their work in terms of helping people to achieve their goals and desired outcomes and not just to perform the prescribed tasks. The job description is a broad description of the duties a Care Support Worker will be expected to perform with some examples given for what the main duties involve. The exact duties to be carried out for each person with care needs are not limited to those examples, these will be agreed with a senior member of staff before the Care Support Worker begins providing support and will then be set out in a care plan. Comprehensive induction training will be provided. Staff will not work unsupervised until induction has been successfully completed.

### **Main aims of the post**

- To provide support to carers and people with care needs including emotional support.
- To provide personal care.
- To carry out domestic tasks.

### **Duties to include**

1. To assist with personal hygiene, for example helping the person with care needs to have a bath or shower, to go to the toilet or to care for their skin or hair.
2. To assist with dressing / undressing, choice of clothes and personal appearance.
3. To support the person with care needs with their medication.
4. To assist with mobility including use of wheelchairs, hoists etc
5. To assist with a therapeutic programme designed by a medical professional.
6. To provide emotional support, companionship, and a safe environment for those in need of supervision and help.
7. To carry out basic first aid and summon emergency services.
8. To report any concerns about abuse or the welfare or safety of any adult or child there is contact with at work to a line manager / nominated person / person on call.
9. To undertake specialised tasks as agreed and after appropriate training, for example, administration of medication by specialised techniques, toenail care and assistance with oxygen therapy.

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10. To support the person with care needs with activities outside their home, for example community activities, shopping or attending medical appointments.
11. To provide support with organised group activities for people with care needs.
12. To prepare meals and drinks and provide assistance with eating / drinking.
13. To help clean the home for example: washing up, vacuuming, cleaning the bathroom and doing laundry.
14. To look after pets.

### **Health and safety**

15. To implement, operate and maintain safe systems of work in accordance with Enfield Carers Centre policies, procedures and guidance, training, and associated risk assessments.
16. To report to your manager any situations or issues for concern relating to significant foreseeable risks, incidents (including near misses) and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities).

### **General**

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To always work within the philosophy and policies of Enfield Carers Centre.
- To comply with the Health & Safety at Work Act 1974 and with Enfield Carers Centre policy, paying particular attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are always applied.
- To comply with the Code of Conduct.
- To undertake any other duties that may be considered commensurate with the level of the post and that are set out in the care plan.

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### Person specification

Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing care.</li> <li>• Experience of working with vulnerable adults and / or children.</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Commitment to undertake Health and Social Care Diploma level 2 within two years of appointment.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Social Care NVQs level 2 or 3 / Health and Social Care Diploma level 2 or 3.</li> </ul>
<b>Skills and abilities</b> <ul style="list-style-type: none"> <li>• Able to develop good working relationships with carers and people with care needs while maintaining appropriate personal boundaries.</li> <li>• Able to work independently and take initiative while working within Enfield Carers Centre policies, procedures, guidance.</li> <li>• Able to demonstrate a caring and compassionate nature.</li> <li>• Able to demonstrate good verbal and written communication skills.</li> </ul>	
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the needs of carers.</li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>• To be committed to safeguarding and promoting the welfare of vulnerable adults and children.</li> <li>• Able to work in the area covered in a time and cost effective manner. Drivers will only be permitted to carry service users if they have held a driving licence for at least one year and have no more than six points on their licence.</li> <li>• Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</li> </ul>	