

## JOB DESCRIPTION

<b>Job Title</b>	Care Worker
<b>Department</b>	St Christopher's Personal Care
<b>Responsible to</b>	Service Manager

### About us

For nearly 50 years, St Christopher's has provided the highest quality care to dying individuals in South East London. As part of our new personal care service, you will help keep people out of hospital and in their own home by assisting with bathing, showering, preparing meals and supporting them with their medication.

### Our Values



### Primary Job Role

To provide high quality personal care as part of St Christopher's Personal Care service, supporting older people, who through illness and the mental and physical frailty of old age, are entering their last year of life. The overall aim of the team (working with other health and social care professionals) is to reduce inappropriate hospital admissions so that the clients can be cared for and die in the place of their choice.

The post holder will provide personal care and support to people at home, across our service.

### Role Responsibility

Carry out delegated duties, in particular:

- Undertake personal care and feeding of clients
- Perform light domestic duties and food preparation
- Assess client needs and feedback to the Service Manager
- Collect information to help plan care
- Assist the patient to take medication as agreed in the care plan

## PERSON SPECIFICATION: CARE WORKER

Criteria Category	Requirements	Essential (E) Desirable (D)	Application (A) Interview (I)
<b>Education and Qualification</b>	Basic standard of general education (Maths & English)	E	A/I
	Previous experience in a care setting	D	A/I
	NVQ/QCF Level 2/3 Diploma in Health & Social Care	D	A/I
	Commitment to ongoing training, development and supervision	E	I
<b>Experience and Knowledge</b>	Excellent verbal and written communication	E	A/I
	Understanding of basic arithmetic	E	I
	Ability to work with people in their last years of life	E	A/I
	Ability to cope with those facing loss and bereavement	E	A/I
	Ability to manage stressful situations	E	A/I
	Ability to work under supervision	E	A/I
	Ability to work as part of a team	E	A/I
<b>Skills and Competencies</b>	Ability to work on own initiative as well as refer matters to office as appropriate	E	A/I
	Excellent people skills	E	A/I
	Ability to use IT software to undertake role (PASS, iCare, My Learning Cloud)	E	I
	Flexible approach to work	E	A/I
	Excellent team player	A	A/I
<b>Personal Attributes</b>	Work flexibly between a mix of shifts to cover the service between 7am – 10.30pm	E	A/I
	Work shift times 7am-1pm/1pm-4pm/5.30pm-10.30pm	E	A/I
	Flexibility to work at weekends and Bank Holidays	E	A/I
	Full Driving Licence	E	A
	Access to own car	E	A

### All employees are required to acknowledge and commit to the following statements:

<b>Training and Development</b>	<p>To fully comply with all compulsory training requirements aligned to the role including requirements under the Mental Health Capacity Act 2005, the Safeguarding of Adults and Children and the Care Act (2014)</p> <p>To fully comply with all mandatory training requirements (via My Learning Cloud)</p> <p>Attend and actively participate in monthly supervision and learning activities. Maintain and update you supervision folder in order to develop knowledge and skills in line with the requirements of the role.</p>
<b>Appraisals</b>	To actively participate in St Christopher's Personal Care appraisal system process, agree targets and objectives with line managers and report on activity against agreed targets on a regular basis
<b>Quality</b>	To make positive contributions to all internal and external quality and/or best practice measures/processes including CQC requirements

# StChristopher's Personal Care

<b>Policies and Procedures</b>	To comply fully with St Christopher's and St Christopher's Personal Care policies and procedures and to take responsibility for own actions/inactions
<b>Employee engagement</b>	To engage with and participate in all employee engagement activities; team/group meetings, St Christopher's Personal Care bulletin
<b>ID Badge, Staff Photograph and One Page Profile</b>	<p>To agree for a photograph to be taken for the purposes of a staff identification badge and also to appear on the Vine (Staff Intranet)</p> <p>To support the organisation's commitment for all staff to have a 'One Page Profile' to share with other staff, via the Vine</p>
<b>Internal IT Systems</b>	<p>To engage professionally with all relevant IT systems, PASS, iCare, My Learning Cloud, the Vine etc. taking personal responsibility and accountability when accessing and inputting information</p> <p>To be accountable for own personal learning/training; including knowledge of standard protocols when accessing these systems</p>
<b>Other Duties/Responsibilities</b>	St Christopher's Personal Care does not regard job descriptions as being an exhaustive list of all expected duties, responsibilities, behaviours and accountabilities and as such post holders are often required to undertake other duties or participate in other activities which are considered by the organisation to be in line with the job purpose and commensurate with the role
<b>Equal Opportunities</b>	St Christopher's Personal Care is committed to equality of opportunity and seeks to eliminate all forms of direct and indirect discrimination. Employees are expected to adhere to the principles, as set out in the Equal Opportunities Policy and all other relevant guidance and frameworks including the Staff Handbook