

## PJ04 - Job Description - Carer

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION	
<b>Job Title:</b>	Carer
<b>Reports to:</b>	Senior Carer/Nurse
<b>Job Overview:</b> (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)	<ul style="list-style-type: none"> <li>▮ To provide care in accordance with best practice and legislative requirements, reflecting policies and procedures and agreed standards under the direction of the Senior Carer/Nurse</li> <li>▮ To support and enable Service Users to maintain skills and personal interests whilst delivering person-centred care unique to each individual</li> <li>▮ To maintain skills at a current level, undertake such training and development as required from time-to-time to maintain and progress knowledge</li> </ul>
<b>Location:</b>	Alchita Care Limited, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
<b>Working Hours:</b>	5 days over 7-day period, with varying shift patterns as agreed with the manager.

## PJ04 - Job Description - Carer

Responsibilities and Duties of the Job	
Role Specific Duties:	<ul style="list-style-type: none"> <li>  Ensure Service Users are at the heart of care delivery and their wishes and preferences enhance their wellbeing</li> <li>  To contribute to the efficient running of the service</li> <li>  Support Service Users to maintain their relationships and connections with the local community</li> <li>  Ensure Care Plans and other information about how to support Service Users are followed</li> <li>  Be responsible for informing the Senior Carer/Nurse of any changes in the needs of Service Users</li> </ul>
Working with Others:	<ul style="list-style-type: none"> <li>  Develop effective working relationships with other employees within Alchita Care Limited</li> <li>  Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for Service Users</li> <li>  If desired by the Service User, maintain and develop relationships with family, friends and other people important in their life</li> </ul>
Leading by Example:	<ul style="list-style-type: none"> <li>  Seek opportunities for personal and professional growth</li> <li>  Be a role model for other carers and be an ambassador for the service</li> <li>  Be professional, polite and reasonable at all times</li> </ul>
Personal Responsibilities:	<ul style="list-style-type: none"> <li>  Knowledge of, and work within, the Fundamental Standards</li> <li>  Understand the regulatory framework that governs the service, including the role of CQC and their requirements</li> <li>  Commit to achieving the relevant qualifications commensurate with the role</li> <li>  Attend statutory training and any other training as directed by management</li> <li>  Understand and follow all policies and procedures relevant to the role</li> <li>  Be open to learning opportunities</li> </ul>

## PJ04 - Job Description - Carer

### Person Specification

Specific Requirement for Qualifications	Essential	Desirable
Good English - Written and verbal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
RQF qualifications in Social Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Skills	Essential	Desirable
<b>Proficient Written Skills</b> <ul style="list-style-type: none"> <li>  Maintain all Care Plans/care records in accordance with Alchita Care Limited policy</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Leadership Skills</b> <ul style="list-style-type: none"> <li>  Ability to induct and orientate new employees to the job role and service</li> <li>  Provide Service Users with support/assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the bathroom</li> <li>  Communicate any problems, concerns or changes to Service Users' family members as needed</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Communication Skills</b> <ul style="list-style-type: none"> <li>  Carers must build rapport with Service Users by establishing personal connections and showing interest in their lives</li> <li>  Carers must be able to communicate effectively with Service Users</li> <li>  Carers must have the communication skills to inform colleagues, management and professionals about the needs of Service Users</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Problem-Solving Skills</b> <ul style="list-style-type: none"> <li>  Carers need to be able to adapt and address situations quickly</li> <li>  Plan, develop, implement and assess approaches to promote health and well-being, whilst recognising and reporting situations where there might be a need for protection</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Previous Experience	Essential	Desirable
Previous experience of working in similar environment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous experience of working in similar role	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience of working with Service Users, in particular, those that may have additional support needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PJ04 - Job Description - Carer

### Value-Based Personal Qualities

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> <li>  Involve Service Users, family, external agencies &amp; colleagues</li> <li>  Speak up when things go wrong</li> </ul>
Respect and Dignity	<ul style="list-style-type: none"> <li>  Understand person-centred care and can demonstrate treating people as individuals and respecting choices</li> <li>  Promoting independence and encouraging appropriate risk taking</li> </ul>
Everybody Counts	<ul style="list-style-type: none"> <li>  Ensuring no one is discriminated against or excluded</li> <li>  Understand human rights and impact on care delivery</li> <li>  Facilitating people to 'speak up' about concerns and acting upon them</li> </ul>
Commitment to Quality of Care	<ul style="list-style-type: none"> <li>  Striving for quality in everything we do recognising and understanding what quality in care means for people using the services</li> <li>  Being accepting about criticism and focusing on improvement</li> <li>  Being open to new opportunities for learning and identifying the limits of skills and knowledge</li> </ul>
Compassion	<ul style="list-style-type: none"> <li>  Treating people with kindness</li> <li>  Understanding the importance of empathy in all areas of employment</li> <li>  Understanding the values of others and always providing a caring service</li> </ul>
Improving Lives	<ul style="list-style-type: none"> <li>  Focus on how things could be done better and sharing ideas</li> <li>  Understanding of wellbeing and what is important to people using the service</li> <li>  Improving outcomes for people</li> <li>  Ensuring appropriate services are provided for people using the services</li> </ul>