DDEE CONSULTING UK LTD t/a Ddee Care Services
Mendip Court Bath Road, Wells. Somerset. BA5 3DG. Phone:
07851210160

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Last Amended: 4/2/2019

PJ04 - Job Description - Carer

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title:	Carer
Reports to:	Senior Carer/Nurse
Job Overview: (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)	l 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 l To support and enable User of Services to maintain skills and personal interests whilst delivering person-centred care unique to each individual l To maintain skills at a current level, undertake such training and development as required from time-to-time to maintain and progress knowledge
Location:	Ddee Care Services, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
Working Hours:	5 days over 7-day period, with varying shift patterns as agreed with the manager.

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Responsibilities and Duties of the Job	
Role Specific Duties:	⌐ Ensure User of Services are at the heart of care delivery and their wishes and preferences enhance their wellbeing ⌐ To contribute to the efficient running of the service ⌐ Support User of Services to maintain their relationships and connections with the local community ⌐ Ensure Care Plans and other information about how to support User of Services are followed ⌐ Be responsible for informing the Senior Carer/Nurse of any changes in the needs of User of Services ⌐ Be responsible for promoting and safeguarding the welfare of those individuals they support
Working with Others:	⌐ Develop effective working relationships with other employees within Ddee Care Services ⌐ Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for User of Services ⌐ If desired by the User of Service, maintain and develop relationships with family, friends and other people important in their life
Leading by Example:	⌐ Seek opportunities for personal and professional growth ⌐ Be a role model for other carers and be an ambassador for the service ⌐ Be professional, polite and reasonable at all times
Personal Responsibilities:	⌐ Knowledge of, and work within, the Fundamental Standards ⌐ Understand the regulatory framework that governs the service, including the role of CQC and their requirements ⌐ Commit to achieving the relevant qualifications commensurate with the role ⌐ Attend statutory training and any other training as directed by management ⌐ Understand and follow all policies and procedures relevant to the role ⌐ Be open to learning opportunities

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Person Specification

Specific Requirement for Qualifications	Essential	Desirable
Good English - Written and verbal	Yes No	Yes No
RQF qualifications in Social Care	Yes No	Yes No

Specific Requirement for Skills	Essential	Desirable
Proficient Written Skills ı Maintain all Care Plans/care records in accordance with Ddee Care Services policy	Yes No	Yes No
Leadership Skills ı Ability to induct and orientate new employees to the job role and service ı Provide User of Services with support/assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the bathroom ı Communicate any problems, concerns or changes to User of Services' family members as needed	Yes No	Yes No
Communication Skills ı Carers must build rapport with User of Services by establishing personal connections and showing interest in their lives ı Carers must be able to communicate effectively with User of Services ı Carers must have the communication skills to inform colleagues, management and professionals about the needs of User of Services	Yes No	Yes No
Problem-Solving Skills ı Carers need to be able to adapt and address situations quickly ı 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	Yes No	Yes No

Specific Requirement for Previous Experience	Essential	Desirable
Previous experience of working in similar environment	Yes No	Yes No
Previous experience of working in similar role	Yes No	Yes No
Experience of working with User of Services, in particular, those that may have additional support needs	Yes No	Yes No

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Value-Based Personal Qualities

Area	Specific Requirement
Working Together	ᴵ Involve User of Services, family, external agencies & colleagues ᴵ Speak up when things go wrong
Respect and Dignity	ᴵ Understand person-centred care and can demonstrate treating people as individuals and respecting choices ᴵ Promoting independence and encouraging appropriate risk taking
Everybody Counts	ᴵ Ensuring no one is discriminated against or excluded ᴵ Understand human rights and impact on care delivery ᴵ Facilitating people to 'speak up' about concerns and acting upon them
Commitment to Quality of Care	ᴵ Striving for quality in everything we do recognising and understanding what quality in care means for people using the services ᴵ Being accepting about criticism and focusing on improvement ᴵ Being open to new opportunities for learning and identifying the limits of skills and knowledge
Compassion	ᴵ Treating people with kindness ᴵ Understanding the importance of empathy in all areas of employment ᴵ Understanding the values of others and always providing a caring service
Improving Lives	ᴵ Focus on how things could be done better and sharing ideas ᴵ Understanding of wellbeing and what is important to people using the service ᴵ Improving outcomes for people ᴵ Ensuring appropriate services are provided for people using the services