



Job Description and Specification

Position: Home Care Worker

Reports To: Assistant Home Care Manager / Client Care Liaison Officer

Accountable To: Home Care Manager

Role Purpose: Responsible for providing personal care and light household tasks for a variety of clients including elderly, frail, palliative care, clients with dementia / Alzheimer's, physical, intellectual &/or learning disabilities. To ensure that our clients are treated with dignity and respect at all times.

Main Duties/Tasks:

1. Provision of homecare within the client's home.
2. To carry out a range of care tasks for clients as indicated on the clients care plan as described by your Line Manager. These tasks include personal care and light household duties.
3. To prompt medication in a supervised fashion in accordance with company policy and procedures.
4. To provide relief care for a Home Care Worker/colleague as required.
5. To be aware of the changing needs of a client and to report these to your Line Manager.
6. To maintain written records of client visits as required by the company, including own diary of daily work, written timesheets and any other documentation as directed.
7. To attend and participate in individual, team and company training and meetings as required.
8. To participate in formal and informal individual, team and group supervision as required.
9. To observe/comply with all aspects of the company's health and safety policies and procedures: to ensure that all safety equipment provided (e.g. hoists, slings, etc) are used for the purpose intended and in a safe manner: and to report immediately any health and safety risks in the clients home to your supervisor/team leader.
10. Employees are required to be flexible as regards client catchment area and time.
11. To comply with company policies and procedures, as laid out in the employee handbook and Quality policy document, such as (but not limited to):

➤ Respect and Dignity at work

- Grievance policy
 - Disciplinary policy
 - Confidentiality policy
 - Company/Client Property Policy
-
- Time Management/Timesheets procedures
 - Handling Client Money
 - Dress Code and Personal Hygiene procedures
 - No Visitors policy
 - Punctuality and Attendance
 - Misuse of substance/ No smoking
 - Phone Usage

12. Any other duties as directed by the Line Manager.

Please refer to your Employee handbook and the company Quality Policy Document for further information on these policies. Please note that these policies may be updated from time to time to reflect on going changes in business and as required by the company and HSE.

Home Care Workers of the company are required to adhere to proper professional standards and to maintain a sensitive and caring approach to their work, bearing in mind the need to preserve the Health, Safety and Dignity of all clients and other employees at all times.

Qualities Required/Person Specification:

1. Conscientious
2. Reliable
3. Flexible (Work Duties, clients, hours)
4. Caring/Empathetic



WICKLOW COMMUNITY SERVICES

CARING IN THE COMMUNITY SINCE 1985

5. Honest/Trustworthy
6. Discreet/Respectful
7. Takes Initiative
8. Garda vetted
9. Excellent Communication Skills
10. Confidential/Sensitive and compassionate
11. Have full QQI/ Fetac 5 Award, or be in the process of attaining one, with Care Skills and Care of the Older Person as a pre-requisite
12. People Moving and Handling cert in date
13. Children's First Training
14. Knowledge of Safeguarding and Incident Management reporting procedures
15. Full clean Driving licence