

CARE SUPPORT WORKER JOB DESCRIPTION

Job Title :	Carer
Reporting to :	Branch Co-ordinator & Manager
Responsible for:	Carer's work as allocated
Date :	November 2003

Main Purpose of Job

- To provide quality care and services to clients.

Key Responsibilities

- To provide quality care for each client as outlined in the client's Care Plan.

Key Objectives

- Present for work at the time scheduled.
- Ensure work is completed to a high standard.
- Accurately record the time spent and the work undertaken, on either timesheets or work schedules (as instructed by Branch). You will also accurately log in and log out of each visit with the telephone logging system, if required.
- Record the outcome and condition of the Client as appropriate.
- Notify the Branch Co-ordinator of any changes in the Client's condition immediately.
- Maintain the confidentiality of the Client.
- Maintain the highest standard of personal hygiene and integrity.
- Wear the uniform provided freshly laundered and in good repair.
- Account for money spent in shopping by producing receipts and record all money transactions on the Income & Expenditure form in the Client's file.
- Maintain the care and risk policies of the Company.
- Regularly attend training and education courses as provided by the Company.
- Take care of personal health and safety, as outlined in the company's Health and Safety policy.
- Participate in regular and annual supervisions and appraisals.