



JOB DESCRIPTION — SUPPORT WORKER

Position:	Support Worker
Responsible to:	Care Manager & Care Co-Coordinator

Purpose of Position

To share with other staff in meeting the personal care needs of Service Users, in a way that respects the dignity of the individual and promotes independence. Care provided by Support Workers is expected to include care that would reasonably be given by members of the Service User's own family and is not by a nurse.

Principal Responsibilities

- 1) To assist Service Users who need help with getting up in the morning, dressing, undressing, washing, bathing and the toilet.
- 2) To help Service Users with mobility problems and other physical disabilities, including incontinence and help in use and care of aids and personal equipment.
- 3) To care for Service Users who are temporarily sick and needing help with feeding, etc.
- 4) To help care for Service Users who are dying.
- 5) To help in the promotion of mental and physical activity of Service Users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations.
- 6) To administer medication to service users, as directed by the documentation in the file, after receiving the necessary training and completing the Medication Knowledge sets with the Manager.
- 7) To make and change beds; tidy rooms; do light cleaning and empty commodes.
- 8) To inspect and launder Service Users' clothing.
- 9) To set tables and trays; serve meals; feed Service Users who need help; prepare light meals and wash up; tidy and clear the dining and kitchen areas.
- 10) To answer, if requested, the door and the telephone and greet visitors.
- 11) To read and write reports, and take part in staff and Service Users' meetings and in training activities as directed.
- 12) To perform such other duties as may reasonably be required.
- 13) To comply with EasyCare Ltd's guidelines, policies & procedures at all times.
- 14) To report to the Company Manager any significant changes in the health or circumstances of a Service User.
- 15) To encourage Service Users to remain as independent as possible.

Person Specification — Essential Criteria

The following personal attributes are considered essential to the post of Support Worker:

- a) Self Motivated
- b) Organised
- c) Flexible
- d) Caring
- e) Sensitive to the needs of others and to the sick or infirm
- f) An active team player but also able to work on own initiative
- g) A good communicator.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the **Data Protection Act 1998**, must ensure that they are aware of their responsibilities under the **Health & Safety at Work, etc Act 1974**.