

Community Services Job Description

Job Title: **Community Carer**

Supervisors title: Team Leader

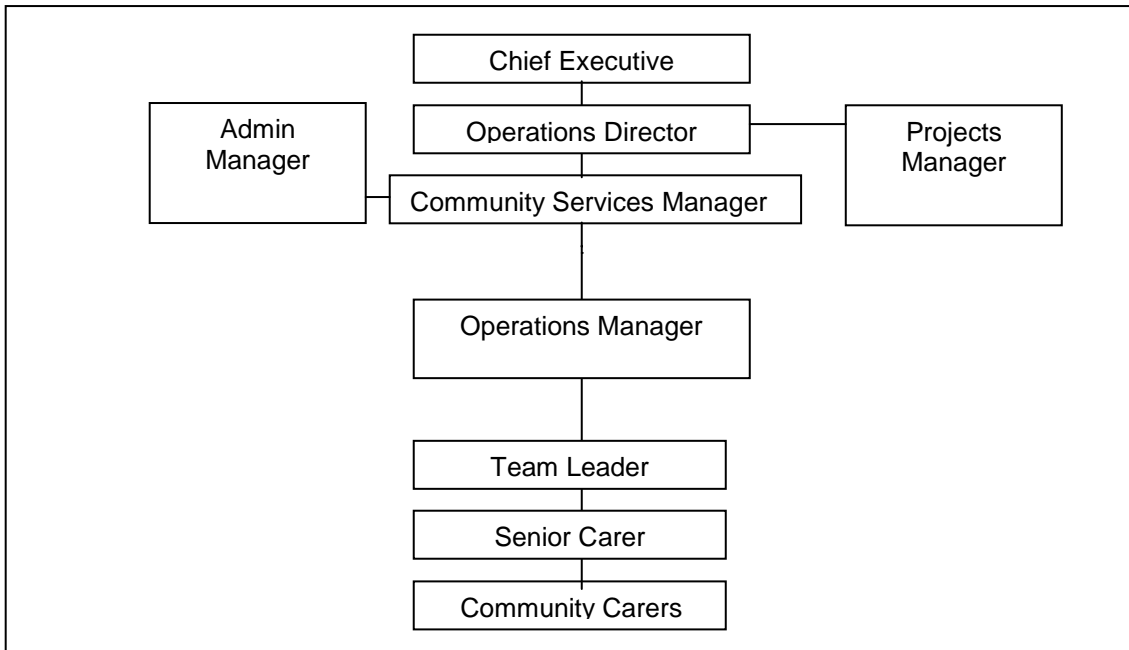
Date: August 2014

MAIN PURPOSE:

- To deliver and maintain high standards of care to our Customers within the community

KEY ACCOUNTABILITIES:

1. Work to the standards of the Code of Practice as outlined by the General Social Care Council
2. Support the Customers needs for daily living as outlined in their Care Plan
3. Work within Brunelcare's policies and procedures
4. Inform your Line Manager and the Customers next of kin (if required) of any concerns regarding the Customers information in their Care Plan, accurately documenting where necessary
5. Respect the dignity and privacy of the Customer at all times
6. Attend reviews of Customer if required
7. Ensure that all relevant documentation is maintained, recorded accurately and promptly
8. Observe the Brunelcare code of confidentiality at all times
9. Be flexible to provide cover for holiday and sickness, including occasional work in other areas
10. Carry your identification badge at all times whilst on duty
11. To work effectively as a member of the care team
12. Attend mandatory team meetings when required
13. Attend regular supervision meetings with your Line Manager, including one appraisal per year
14. Attend mandatory training
15. Attain a Diploma in Health and Social Care (if desired) to enhance your role
16. Dress in accordance with the Brunelcare dress code
17. Follow instructions as detailed on your timesheet / PDA, recording variances and reporting concerns as they occur
18. Return signed timesheets promptly at the end of each working week
19. Any other task reasonably requested by your Line Manager



PERSONAL SPECIFICATION: Knowledge and experience required

Personal

- Kind, sympathetic nature
- Common sense
- Genuine interest in care
- Flexible
- Punctual
- Organised
- Professional

Experience

- No experience necessary as ongoing training will be provided

SCOPE:

The role requires a flexible person who can work a range of shifts during working hours in varied locations, including evenings and weekend work.

JOB CONTACTS:

- Customers and their representatives
- All colleagues
- Social Workers
- District Nurses
- Other Healthcare professionals

APPROVALS:

Date prepared: August 2014

Prepared by: Operations Manager