

<b>POLICY No: 152</b>	Version 4.0	Page 1	Last Up-dated: 21 July 2010
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## JOB DESCRIPTION - *DOMICILIARY CARE WORKER*

**JOB TITLE:** Domiciliary Care Worker

**ACCOUNTABLE TO:** Domiciliary Care Services Manager / Supervisor

### SUMMARY

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. The care provided by care workers is expected to include care that would reasonably be given by members of the service user's family and is not to include tasks that would normally be undertaken by a trained nurse.

### RESPONSIBILITIES:

1. To provide a Service of Care to clients to enable them to lead as independent a lifestyle as possible. This Care Service will involve a programme of personal care and household management that is personalised for each client in the form of a Care Plan. Care duties will therefore include assisting the client with the following activities and in so doing will at all times observe and respect the client's dignity, privacy and independence as far as practical:

#### 1.1 Personal Care:

- 1.1.1 Dressing and undressing / preparing the client for Day Care or trips out.
- 1.1.2 Washing / bathing / showering / shaving / grooming / cleaning teeth.
- 1.1.3 Hair care (washing / brushing).
- 1.1.4 Nail care (fingernails only).
- 1.1.5 Toileting and all aspects of personal hygiene.
- 1.1.6 Continence management.
- 1.1.7 Care of pressure sores (under appropriate nursing supervision).
- 1.1.8 Getting in and out of bed.
- 1.1.9 Assisting with the use of Aids to Daily Living / Rehabilitation Aids, as required.
- 1.1.10 Helping with rehabilitation programmes, as prescribed by Healthcare professionals.
- 1.1.11 Day / evening / night sitting services, as required.

#### 1.2 Healthcare - assisting the client to take prescribed medication where appropriately trained.

#### 1.3 Dietary Care:

- 1.3.1 Preparation of snacks and meals according to the client's likes / dislikes.
- 1.3.2 Assisting with feeding, as required.

#### 1.4 Domestic / Household Services:

- 1.4.1 General cleaning duties, to include cleaning / dusting / vacuuming / polishing.
- 1.4.2 Bed-making.
- 1.4.3 Clearing refuse and rubbish.
- 1.4.4 Laundering / Hand-washing / Ironing / Light needlework, as required.
- 1.4.5 Fuel Management.
- 1.4.6 Shopping, and the preparation of shopping lists and assistance with budgeting.
- 1.4.7 Light gardening tasks (subject to previous agreement at the Care Plan stage).

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**1.5 Personal services:**

- 1.5.1 Assistance with personal Finances, to include paying bills, collecting pensions.
- 1.5.2 Personal Planning (birthdays / anniversaries etc)
- 1.5.3 Democratic rights (voting cards etc).

- 2. To conform to all Policies and Procedures laid down by the Organisation in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant.
- 3. To participate as directed by the Domiciliary Care Services Manager / Supervisor in Induction Training and regular In service Training programmes.
- 4. To maintain accurate, concise and timely records of client care, diary sheets, time sheets and mileage sheets.
- 5. To participate in Staff, Team and Quality Management Review Meetings as directed by the Domiciliary Care Services Manager / Supervisor.
- 6. To report back to the Domiciliary Care Services Manager / Supervisor on any aspect of client care which he / she feels warrants investigation or urgent action.
- 7. To participate in reviews of clients' Care Plans as required.
- 8. To be aware of the tasks and activities which must NOT be undertaken as part of care duties, as set out in Policy [101](#).