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| **JOB DESCRIPTION** | | | | |
| **JOB TITLE:** | Project Care & Support Worker | | | |
| **COMPANY:** | Agincare Live-in Care | | | |
| **REPORTING TO:** | Project Senior | | | |
| **POSITION IN ORGANISATION** | | | | |
| The role of Project Workers is to work in the homes of people who use our admission avoidance, discharge and reablement services, providing support as part of a planned short-term care package. The aim of which is to enable people to remain in their own homes or return home from hospital with as much independence as possible The role involves carrying out tasks in a professional, discreet and caring manner, whilst respecting the person’s dignity, privacy and property. | | | | |
| **MAIN DUTIES AND KEY RESPONSIBLITIES** | | | | |
| To ensure that people understand the care choices available to them and to know the arrangements in place for obtaining and acting in accordance with their consent  To ensure the delivery of high quality care, thus allowing maximum freedom and independence of the person receiving care.  To ensure that people receiving a service are safeguarded against the risk of abuse by identifying the likelihood of abuse and to ensure that any observed or alleged abuse is reported in accordance with company policy and local authority guidelines.  To work in in partnership with NHS acute/community and LA teams to deliver needs led services  To offer flexibility in working times as per the service need and to be responsive to demand, as directed by the commissioner  To provide continuous feedback on clients to the Project Senior and involved professionals  To comply with Agincare’s Health and Safety policy to protect the health of yourself and others.  To report any conduct which may be harmful to the health or wellbeing of service users immediately to the Registered Manager.  To respect people’s independence, dignity, privacy and confidentiality in accordance with company’s policies and procedures.  To promote or assist with personal hygiene tasks including toileting, bathing and dressing.  To support a person with any medications prescribed as directed in the individual care plan  To prepare meals and snacks and assist people to eat as planned and if required.  To undertake basic day to day factual written recording i.e. daily care delivery records, medication records, monitoring charts.  To undertake shopping and minor financial transactions on behalf of the service user in accordance with Agincare policies and procedures.  To assist in the pursuance of social activities.  To transport service users to appointments, shopping trips or outings (subject to being suitably insured).  To comply with Company Policies, regulatory and contractual standards and requirements  To implement the principles of Agincare’s Equality, Diversity and Inclusion Policy in every aspect of work and positively promote the principles of the policy amongst colleagues, service users and other members of the community.  To comply with Agincare’s Health and Safety Policy, Data Protection Policy and to protect the health, safety and welfare of yourself and others.  To attend all mandatory / other training deemed appropriate for the position to maintain competence.  To attend all care worker and branch staff meetings including supervisions with your line manager.  **General**  To ensure that your ID badge is available to the service user on each visit and that the company uniform is worn at all times.  To perform any other lesser or comparable duties commensurate with the nature and level of the post as and when required.  **Confidentiality**  In the discharge of your duties you may often be in possession of confidential or personal information. You must not disclose or discuss such information outside of your work, or within your place of work EXCEPT in the proper discharge of your duties. | | | | |
| **JOB HOLDER PERSON SPECIFICATION & COMPETENCIES** | | | | |
| **Experience & Knowledge:** | | **Desirable** | **Essential** | **Source of Criteria Evidence** |
| 1. Personal experience of care/supporting family/friends with learning disability, physical disabilities, mental health or older people  2. Ability and willingness to undertake personal care.  3. Previous experience in a similar role | | **✓**  **✓** | **✓** | Application and interview  Interview  Application and Interview |
| 4. Basic understanding of how rights, dignity, privacy, respect and choice are important when providing care | |  | **✓** | Interview and References |
| **Personal Qualities:** | |  |  |  |
| 1. Good level of self-motivation | |  | **✓** | Interview and References |
| 2. Effectively manage own workload and time, whilst being flexible | |  | **✓** | Interview and References |
| 3. Have a caring, patient and reliable nature | |  | **✓** | Interview and References |
| **Communication:** | |  |  |  |
| 1. Good level of written and spoken English | |  | **✓** | Application and Interview |
| 2. Ability to communicate clearly with service users, colleagues and others | |  | **✓** | Application, Interview and References |
| **Team work:** | |  |  |  |
| 1. Ability to work co-operatively and effectively with colleagues, service users and others | |  | **✓** | Interview and References |
| **Qualifications:** | |  |  |  |
| 1. Good level of general education | | **✓** |  | Interview and References |
| 2. QCF/NVQ or other professional qualification in care OR willingness to train towards such a qualification. | |  | **✓** | Application and Interview |
| 3. Ability to undertake compulsory three day assessment training programme | |  | **✓** | Interview |
| **Other:** | |  |  |  |
| 1. Full, valid driving license and access to a suitable vehicle | |  | **✓** | Application and Interview |
| 2. The legal right to work in the UK | |  | **✓** | Application and Interview |
| **POSITION IN AGINCARE GROUP** | | | | |
| Registered Manager  Care Coordinator  Deputy Manager  Care  Workers | | | | |
| **JOB DESCRIPTION AGREEMENT** | | | | |
| Job Holder signature:    Line Manager signature:    Date:  The purpose of this Job Description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level responsibility. | | | | |
| ***As agreed amendments are made through the performance review, please forward a signed copy of the amended Job Description to the HR Department*** | | | | |