

JOB DESCRIPTION	
JOB TITLE:	Care Worker
COMPANY:	Reto Care
REPORTING TO:	Care Manager
POSITION IN ORGANISATION	
<p>The role of Care Workers is to work, without direct supervision, in the homes of service users, providing support as part of a care package. The aim of which is to enable service users to remain in their own homes with as much independence as possible. The role involves carrying out tasks in a professional, discreet and caring manner, whilst respecting the service user's dignity, privacy and property.</p>	
MAIN DUTIES AND KEY RESPONSIBILITIES	
<p><u>Involvement and Information</u></p> <p>To ensure that all service users understand the care choices available to them and to know the arrangements in place for obtaining and acting in accordance with the consent of those service users.</p> <p><u>Personalised Care, Treatment and Support</u></p> <p>To ensure the delivery of high quality care, thus allowing maximum freedom and independence of the care user.</p> <p><u>Safeguarding and Safety</u></p> <p>To ensure that service users are safeguarded against the risk of abuse by identifying the possibility of abuse.</p> <p>To comply with Reto Care's Health and Safety policy to protect the health of yourself and others.</p> <p>To report any conduct which may be prejudicial to the health or well being of service users immediately to the Care Manager.</p> <p>To respect the independence, dignity, privacy and confidentiality of all clients in accordance with company's policies and procedures.</p> <p><u>Suitability of Staffing</u></p> <p>To promote or assist with personal hygiene tasks including toileting, bathing and dressing.</p> <p>To prompt the taking of any medications prescribed for the care user.</p> <p>To prepare meals and snacks and assist with feeding if required.</p> <p>To undertake basic day to day factual written recording as required ie. In individual care plans.</p> <p>To undertake shopping and minor financial transactions on behalf of the service user in accordance with Reto Care policies and procedures.</p>	

To assist in the pursuance of social activities.

To transport service users to appointments, shopping trips or outings (subject to being suitably insured).

Quality and Management

To comply with CQC Essential Standards of Quality and Safety.

To implement the principles of **Reto Care's** Equal Opportunities 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 **Reto Care's** Health and Safety Policy, Data Protection Policy and to protect the health, safety and welfare of yourself and others.

Suitability of Management

To attend all mandatory / other training deemed appropriate for the position.

To attend all carer 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.