



Carers Trust is Britain's leading provider of support for carers and the people they care for. We work with over 35,000 individuals and their families, helping carers to make a life of their own outside caring.

Carers Trust East Midlands is a member scheme of the national charity and operates throughout the six counties in the region. We are looking to expand our workforce in Nottingham, Derbyshire, Northamptonshire, Leicestershire and North East Lincolnshire.

JOB DESCRIPTION: CARER SUPPORT WORKER (GUARANTEED HOURS)

1 TITLE: Carer Support Worker (Guaranteed Hours)

2 MINIMUM GUARANTEED HOURS POST

3 OVERALL PURPOSE OF POST

Working on a shift pattern of **3 Days on/3 Days off basis**, the post holder will provide a service to carers covering weekdays, evenings and weekends.

To provide support and assistance to carers and people with care needs. This will involve the provision of personal and social care, respecting confidentiality at all times within an equal opportunities framework. In addition post holders may carry out assessments for new services and reviews of current services as required.

3 PRINCIPAL DUTIES AND RESPONSIBILITIES

3.1 On occasions to be flexible and respond quickly at short notice, in emergencies or unplanned situations and provide a service for carers

3.2 To carry out risk assessments for new services when needed and ensure they are typed up and appropriate care plans are produced

3.3 When required, to carry out reviews for existing services and ensure they are typed up and care plans are amended accordingly

3.4 To undertake the tasks specified in the care plan which may include the following personal and social care tasks:

- ❖ bathing in bed/bathroom/chair to include all aspects of personal hygiene
- ❖ assistance with management of continence of bladder and bowel
- ❖ assistance with dressing and undressing
- ❖ assistance with mobility and transfers
- ❖ assistance with feeding
- ❖ administration of medication
- ❖ assistance with therapeutic programmes for rehabilitation and development as agreed with appropriate clinical professionals
- ❖ ensuring a safe environment for those who need constant supervision and help in accordance with the Organisation's policies, e.g. Health and Safety Policy and Challenging Behaviour Policy
- ❖ supporting the person with a disability outside their home
- ❖ assistance with getting up and going to bed
- ❖ assistance with appliances (hearing aids, spectacles, artificial limbs, leg callipers)
- ❖ care of skin and hair, including assistance with shaving (electric shaving only)
- ❖ care of pressure areas and prevention of sores
- ❖ care of mouth and teeth, including dentures
- ❖ summoning emergency services if necessary
- ❖ provision of emotional support to the person with care needs and their carer(s) as part of the caring team
- ❖ domestic duties that are part of the care package:
 - making and changing the bed of the person with care needs
 - essential laundering
 - essential shopping
 - preparing meals and washing up
- ❖ Operating house utilities to maintain suitable cooling, heating, lighting etc for person with care needs
- ❖ Engage in mental and physical stimulation to support essential therapy as required (walks, games, music, sensory activities etc.) with person with care needs

3.5 To undertake other specialised care tasks as agreed in the care plan and after appropriate training.

3.6 To maintain accurate records as directed by the locality manager and carry out any administrative tasks as required, e.g. time-sheets.

3.7 To act in accordance with the Organisation's policies, procedures, and standards.

3.8 To treat all carers and people with care needs with respect and sensitivity, recognising the need for confidentiality at all times.

3.9 To participate in supervision, appraisal and training sessions to ensure that standards are constantly maintained.

3.10 To work as part of a team, supporting colleagues and providing a flexible service.

3.11 To respect the personal choice of lifestyles of colleagues, carers and people with care needs, ensuring that equal opportunities principles are applied at all times.

**PERSON SPECIFICATION:
CARER SUPPORT WORKER (GUARANTEED HOURS)**

Criteria	Standard	Essential/ Desirable	Measured by
Work Experience	At least 2 years experience of working within the care sector	Essential	Application form
	Experience of working with a not for profit organisation	Desirable	Application form
	Experience of undertaking assessments and risk assessments	Desirable	Application form/interview
Knowledge	Understanding of the needs of carers and those they care for	Essential	Application form/interview
	Knowledge of legislation/political agendas in relation to health & social care	Desirable	Application form/interview
	Understanding of the importance of confidentiality	Essential	Application form/interview
Skills	Able to undertake a range of personal care tasks and light domestic duties	Essential	Application form/interview
	Ability to keep calm when under pressure	Essential	Application form/interview
	Ability to communicate effectively to internal and external stakeholders	Essential	Application form/interview
	Ability to work on own initiative	Essential	Application form/interview
	Competent IT skills	Essential	Application form/interview
Attitude	Willingness to undertake any necessary training	Essential	Application form/interview
	Ability to work in a flexible manner on a shift pattern	Essential	Interview
Other	Car owner and driver	Essential	Application form
	Enhanced DBS/ISA clearance	Essential (post offer)	