Leys Consultants are excited to provide visa sponsorship to overseas and European applicants with suitable qualifications and experience in Health & Social Care for jobs. We are looking to recruit for our domiciliary care section. Suitable applicants should apply via our international recruitment page which has all the required details to be able to succeed.

|  |  |  |
| --- | --- | --- |
|  |  | **JOB DESCRIPTION** |
| JOB TITLE: |  | Health Care Assistant or Support Worker |
| LOCATION: |  | Community based |
| RESPONSIBLE TO: |  | Supervisor or Registered Manager |
| SALARY: |  | £11.44 per hour |
| HOURS: |  | Minimum of 37.5 hours per week and up to 48 hours per week, business-led with some evening and weekend working required |
|  |  |  |

**ROLE SUMMARY**

Carers or Support Workers work to promote service users to remain independent in their own homes.

Our Support Workers deliver care in the home and other venues, provide a reliable, personal service which meets the individuals personal need and respect confidentiality at all times.

Duties and tasks will include the provision of personal, social and enabling care and support to service users within their own home and in the community.

**JOB SPECIFICATION**

* To provide the highest quality care to service users in their own homes in liaison with their families and other professionals in accordance with their support plan, in a person-centred approach.
* The range of tasks that the Support Worker may be required to undertake covers personal care, domestic/practical tasks, and enabling and support work:
* Personal care includes washing, dressing, bathing, toileting and medication monitoring and/or assistance.
* Social duties include preparing and cooking meals, essential cleaning, shopping, bill payment and ensuring fire safety.
* Enabling and support may include such activities as supervising, monitoring and coaching to empower service users to be as independent as possible and have control over their own lives. Support Workers may also be required to escort or accompany service users to outings, appointments or other events.
* To be aware of the personal needs and requirements of your service users, communicating successfully, with the service user, their family, friends and other professionals including voluntary workers.
* Ensure that all care is completed within Leys’ Policies and Procedures, CQC Fundamental Standards and all contractual and legislative requirements.
* Any other duties that may be necessary to comply with the demands of the CQC or other legislative bodies.
* Maintain appropriate records to meet the needs of the service, observing and promptly reporting back any changes or concerns in your service user’s circumstances or condition.
* Contribute to and work effectively as part of a team.
* Deliver support in a manner which is sensitive to the service user’s culture, disability, race, age, sexuality, marital or civil partnership status, transgender status or religion/belief.
* Promote anti-discriminatory practice.
* Protect the confidentiality of service users and of Leys.
* Promote the dignity and privacy of service users.
* Act promptly and appropriately to protect service users from neglect or abuse.
* Participate in staff development (including supervision), training and performance appraisals as required.
* At all times present a professional and caring image of Leys Consultants and demonstrate behaviours reflective of Leys’ values.
* Any other duties as delegated by line managers.

**Additional responsibilities**

Health and Safety

* As an employee of Leys Consultants, the post holder has a duty under the Health and Safety at Work Act 1974, to:
* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection:**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

|  |  |
| --- | --- |
| **Qualifications and skills** | |
| **Essential** | **Desirable** |
| Clear, fluent English speaker  Good written communication  Ability to work in different areas  Friendly, positive and outgoing person  Caring and reliable  Good time management  Good interpersonal skills  Good organisational skills  Team player with a flexible attitude | GCSE or equivalent  Caring attitude  Driver  Previous experience as a care assistant or as an unpaid carer  Knowledge to recognise abuse and safeguarding procedures  Flexible approach to working |
| **Additional requirements** | |
| All staff are expected to meet regulatory training standards. Care assistants must attend initial induction training with before providing care and support to our customers. During the first 12 weeks you will continue to receive on the job and classroom-based training to help you fully understand your role. You must be willing to participate in ongoing training so you can continue to give good and safe care and support. | |
| You will need to obtain an Enhanced Disclosure from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) | |
| **Post holder declaration**  I agree to fulfil the duties and responsibilities to the best of my ability within this role.  Name: …………………………………………………  Signed: ………………………………………............. Date: ………………………… | |

**Please note: this job description is subject to regular review and appropriate modification. This is not a contractual document.**