



## *Job Description*

<b>Job Title:</b>	Domiciliary Care Worker
<b>Hours Per Week:</b>	24 (FTE 36)
<b>Location/Department:</b>	Health and Wellbeing
<b>Reports To:</b>	Domiciliary Care Coordinator
<b>Direct Reports:</b>	None
<b>Budgetary Control:</b>	None
<b>DBS Disclosure:</b>	Enhanced with Barred List
<b>Date Prepared:</b>	May 2022

### **Job Summary/Purpose:**

1. To support residents with a 'good life' by promoting dignity, independence, choice, and fulfilment within a policy of managed risk taking.
2. To provide outstanding person-centred care and practical support for residents living in their own homes whilst observing safe working practices and ensuring the privacy, personal choice, and dignity of the individual.
3. To assist residents to maintain their independence in their own home, providing comfort, security, and a sense of belonging, making a difference to their daily lives.
4. To promote the mental and physical wellbeing of individuals to maximise their independence and opportunities for meaningful engagement.
5. To update and maintain accurate care records, upholding good clinical and care governance practice.
6. To act as a link between the resident and other Morden College Services, reporting any improvement or deterioration in the resident's circumstances and any general problems that may arise.

### **Values and Behaviours:**

The following are the values that Morden College wishes staff to adhere to in their daily working life. To be:

- **Respectful**

Understand the value of life histories, using them to enhance individual wellbeing and create opportunities for meaningful connections; adapt to differences and focus on individuals not tasks and routines; contribute positively to a culture of mutual respect both in the workplace, and between residents and staff.

- **Compassionate**

Show kindness, dignity, respect, warmth, empathy, and compassion in all interactions; treat every individual as a person, be inclusive and provide support that is tailored to meet need; don't judge.

- **Accountable**

Be self-aware and open; be supportive, take personal responsibility and be answerable for your actions; lead your team; show integrity.

- **Progressive**

To make a real difference to peoples' lives think outside the box; be open to learn and reflect on yourself, your skills, and actions; be adaptable, positive, and inspiring; embrace new ideas and technologies.

### **Key Duties and Responsibilities:**

1. To be approachable, receptive, and reactive to resident needs, providing day to day personal care, reporting any changes in a resident's condition to the appropriate professional to ensure their wellbeing, security, and safety.
2. To monitor resident's dietary needs, assist with the preparation of food, drinks, and snacks. To assist with eating and drinking, monitor, record, and report weight fluctuations.
3. Be responsive and sociable, encouraging residents to participate in social and occupational activities designed to stimulate and enhance their highest quality of life.
4. Be aware of how to apply the principles of the Mental Capacity Act (2005) to protect people who lack capacity and maximise their ability to make decisions or participate in decision making.
5. To provide domestic and practical support, washing up, cleaning spillages, hoovering, bed making, linen changes, clothes washing/ironing and cleaning hygiene areas. Ensure a hygienic and odour free environment, encouraging residents wherever possible to be involved to foster a homely environment.
6. To carry out shopping trips/pension collections when required.
7. To assist and administer medication, recording accurately details of the assistance given or medication administered. To monitor stock levels, supporting the resident to order medication when required.
8. To update care documentation, to include care and support plans, medication records, risk assessments and any other resident related documentation to ensure safe, person centred, efficient and effective working.
9. To enable good 2-way communication with colleagues and residents, being supportive, inclusive, and encouraging a culture of mutual respect.
10. To maintain good communication with families, GP's, the Community Nursing Team, and other professionals to ensure continuity of care.

11. Always respond positively and cheerfully to all enquiries, reporting any repairs required to College property to the Property Services Team. Role model compassion and respect in all aspects of the work.
12. To be aware during your shift of health and safety obligations, ensuring the environment is safe for the resident, equipment is checked prior to use and cleaned thoroughly after use.

### **General Duties and Responsibilities:**

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To operate in accordance with the College's policies and procedures as detailed in the Staff Handbook and elsewhere and ensure compliance with Safeguarding Adults policies and Care Quality Commission legislation.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and Data Protection Act 2018.

***This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.***