



## **N NOTARO HOMES LTD**

### **JOB DESCRIPTION**

**Job Title:** Care Support Worker

**Responsible to:** Deputy Manager

**Accountable to:** Home Manager

#### **Purpose of role:**

To provide all necessary support to our service users enabling them to live an active and fulfilled life, whilst promoting a happy and friendly environment, incorporating N Notaro Homes Ltd ethos, set within the company aims and objectives, company policies and procedures and whilst adhering to CSCI regulations/legislations and guidelines.

#### **Responsibilities:**

1. To familiarise with and follow company policies and procedures
2. To abide by the employment hand book policies
3. To promote good team work practices
4. To carry out the correct use of equipment and report any faults
5. To report any incidents and accidents to your manager on duty
6. To report any concerns or observations regarding any matter concerning the comfort and welfare of our service users promptly, abiding by safeguarding vulnerable adults guidelines
7. To adhere to company confidentiality practices
8. To observe the safe custody of service users possessions as required
9. To produce, with the service users, a person centred care plan and review every month
10. Enable and encourage service users to have meaningful input into the day to day running of their home
11. To support service users on an individual basis
12. To respect service users privacy, dignity and choice
13. To liaise with service users friends, relatives and care professionals to develop and monitor, with the service users, their care and support plans

14. To support service users to use mainstream health services, transport and sport and leisure facilities and become actively involved within the community
15. To support a non-restrictive environment which allows service users to grow and develop to their full potential
16. To identify the best way to meet service users expectations and goals
17. To encourage service users through daily occupations and activities
18. Support service users to plan their finance and purchase and cook their meals
19. To encourage and support service users to process their own laundry and participate in household cleanliness
20. To support service users to maintain a good standard of personal health and hygiene
21. To support service users personal development
22. To assist and support service users with their daily care
23. To record outcomes daily and update care plans and support packages as required
24. To support, and in some cases administer, service users medications
25. To order and check in service users medications
26. To attend service user and staff meetings as required
27. To attend 1:1 supervision sessions
28. To attend all mandatory training and be aware of all steps to take should an allegation of abuse be made
29. To promote anti-discriminatory practice through out the work force and maintain equality and diversity throughout our service

**This is not intended to be an exhaustive description of duties and responsibilities and may be amended following consultation with the post holder**

I acknowledge receipt of the above job description and will familiarise myself with it and abide by its expectations

Name: \_\_\_\_\_

Signature\_\_\_\_\_

Date: \_\_\_\_\_

When signed please return to the Home Administrator.

One copy will be retained in your personnel file and the other is for your personal reference.