JOB DESCRIPTION

Job Title           Home Care Assistant/Community Carer
Reports to         Branch Manager
Responsible for    There are no subordinate staff reporting to the post holder.
Job Context        We are a major provider of quality community care for older people
                    and those with special needs for the community in Kent and South-
                    east London areas.
Job Location       To travel in the community to clients' homes in order to deliver
                    services as directed by the individual care plan provided.
Job Summary        To provide an extensive range of personal and social care services to
                    dependant people in their homes, in accordance with Avante Policies
                    and Procedures and in line with domiciliary standards, as well as the
                    service user plan as directed by Social Services/Client Representative.

Main Responsibilities and Duties

1. Carry out tasks relating to clients’ physical and personal needs, including help with
dressing/undressing washing, bathing, shaving, dental and hair care, assistance to and
from the toilet/commode, and dealing with incontinence problems. This may include
Moving and Handling with appropriate equipment.

2. Monitor the well being of clients. Identify where changes may be required in the care
provided, and report any changes or matters of concern to the Branch Office.

3. Record information on clients’ progress and complete necessary changes to the Care
Plan.

4. Ensure that each client is content within his/her environment, and help/encourage
him/her to maintain contact with relatives and friends.

5. Serve meals and drinks and feed clients as necessary.

6. Assist and escort clients as necessary to and from hospital, dentist, relatives as
required.

7. Assist with client washing and ironing as required.

8. Assist clients with their shopping, finances and handling their allowances where
necessary.

9. Attend and contribute to team briefings, meetings with senior staff and other
professional groups and participate/contribute to client reviews, etc, as required.
10. Complete forms and documents as required to include timesheets and ensure Avante procedure, Policy and standards are followed at all times


12. Attend all Mandatory training sessions/courses necessary, to meet with domiciliary care regulations and Avante Standards

13. Staff may be expected to carry out duties in addition to the above to support the client in his/her home.

** All relevant Work Instructions will be issued to the post holder.
## PERSON SPECIFICATION

**Job Title**  
Home Care Assistant/Community Carer

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<tr>
<th>Essential Experience/Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A caring attitude towards users which would encourage independence</td>
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<td>Ability to lone work /limited supervision</td>
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<td>Ability to communicate with people appropriately, helpfully and sympathetically, verbally and written</td>
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<td>Ability to work under pressure and deal calmly with clients and their relatives</td>
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<td>To understand Care plans and Risk Assessments</td>
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<td>To be able to complete Communication Sheets/Timesheets</td>
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<td>Ability to contribute to ongoing assessment of users needs</td>
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<td>Demonstrate an awareness of various ethnic and religious choices</td>
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<td>Be Flexible/Reliable</td>
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<td>Ability to travel between clients and Community Support Offices</td>
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<td>Previous experience of caring for vulnerable/dependant people</td>
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<td>Driver</td>
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<td>To complete QCF qualification</td>
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<td>Commitment to high quality Services</td>
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<td>Ability to attend all training as required</td>
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