JOB DESCRIPTION

JOB TITLE: **COMMUNITY CARE ASSISTANT**

MAIN PURPOSE OF THE JOB
- To provide assistance with personal care and other daily living tasks to people within their own homes who use ourselves in order to provide care.
- To work with each individual service user to maximise their independence and choice and to ensure a high standard of care is being received.
- To work in partnership with service users encouraging choice and participation whilst adhering at all times to the values of the organisation.

REPORTING TO / RESPONSIBLE FOR
- Reporting to the Team Leader / Acting Care Manager

KEY DUTIES AND RESPONSIBILITIES
- To undertake personal care and daily living tasks as agreed with the service user, their family and the professionals involved with the individual service plan.
- To work at all times within the policies and procedures of Connected Health or if required Next of Kin.
- To provide service users with opportunities to express their preference as to the way tasks are carried out.
- To develop and maintain professional working relationships with service users and work colleagues from a wide variety of backgrounds.
- To communicate regularly with the immediate supervisor, in particular regarding changes in the service user's condition or circumstances.
- To use the services on-call system in accordance with the service guidance.
- To attend training including induction training, team meetings and individual supervision sessions as required.
- To complete documentation, including service user records and timesheets.
- To comply with all Health and Safety Policies and Procedures.
- To participate in supervision, staff meetings and training activities as required.
- To be responsible for maintaining and improving own knowledge and skills through experience and training.
- To undertake additional responsibilities as requested by the Service Manager following the successful completion of specific training and personal skills development.
- To undertake any other reasonable duties as required.