

Home Instead

Care Professional Job Description



Objective

To provide a variety of non-medical services that allow clients to remain in their own homes and to enhance the quality of their life. To help clients and their families meet the challenges of aging with dignity, pride, care and compassion.

Primary Responsibilities

- Reflect the core values of Home Instead franchise
- Contribute to a positive living environment to enhance a client's quality of life
- Document daily activities and report any significant changes in a client's needs or living conditions
- Maintain regular communication with line manager and office staff

Companionship Services which could include, but are not limited to:

- Offer companionship and conversation
- Monitor diet and eating
- Stimulate and encourage through a variety of activities (for example clothing selection, hobbies and crafts)
- Arrange and provide reminders for appointments, activities and outings
- Help with travel arrangements
- Organise mail and write letters
- Assist with walking (lending an arm to steady)
- Accompany to appointments and social events (for example visiting friends or family, lunch, club meetings)

Home Help Services which could include, but are not limited to:

- Run errands / collect prescriptions etc
- Performing light housekeeping tasks (dusting, vacuuming, making beds, changing linens, cleaning bathrooms, kitchens, washing and ironing, taking out rubbish, caring for houseplants etc.)
- Organise and tidy cupboards and check food expiry dates
- Plan prepare and tidy away meals
- Answer the door
- Assist with pet care
- Supervise home maintenance
- Help with shopping and oversee home deliveries

Fine Homecare Ltd trading as Home Instead Godalming
Registered Office Address • Ash House, Tanshire Park, Shackleford Road, GU8 6LB
Registered in England and Wales • Company Registration No: 11008359
Telephone: 01483608122 • Website: www.homeinstead.co.uk/godalming

Each Home Instead® franchise office is independently owned and operated. © 2021 Home Instead Limited.

Personal Care Services which could include, but are not limited to:

- Provide medication reminders
- Help with bathing, dressing and grooming
- Help with continence care
- Assist to eat and drink
- Provide Dementia / Alzheimer's care
- Provide respite / convalescence care
- Assist with morning/wake up and or evening/tuck in

Secondary Responsibilities

- Participate in company sponsored training and social events including Care Professional meetings
- Report hours according to office policy & communicate changes in availability in a timely manner
- Participate in PEAQ engagement Survey
- Document client information in electronic journal and eMAR
- May require you to run errands and provide incidental transportation for a client using your vehicle or a client's vehicle
- Perform other reasonable duties as assigned

Essential Criteria

- Ability to treat and care for clients and their property with dignity and respect
- Ability to adapt to various living environments and locations
- Ability to listen, communicate clearly and build relationships with clients and their families in a friendly and pleasant manner
- Willingness to work and communicate professionally with Home Instead office teams and other social and health care professionals
- Respect for people with different backgrounds and beliefs to your own and who may have a range of medical conditions. Commitment to non-discriminatory care practice
- Willing to seek guidance when needed and follow instructions
- Excellent time keeper who is organized and reliable
- Ability to adapt to change quickly and make common sense decisions at short notice
- Good hygiene practice, including personal hygiene and a smart appearance
- Good level of stamina and fitness to meet the physical demands of the job
- This role will require you to obtain an Enhanced Disclosure from the relevant body
- Class 1 business insurance

This document describes the general nature and level of work for the position. It is not a comprehensive list of its responsibilities, duties, skills, efforts and conditions. Your employer reserves the right to modify the description in the future with or without notice. The responsibilities for this position are subject to possible modification to reasonably accommodate individuals with disabilities.

Home Instead is committed to safeguarding and promoting the welfare of adults and expects all staff to share this commitment.

I have read and thoroughly understand the duties of the Care Professional position.

Employee Signature

Date