

Job Description



MCare
Northern Ireland

Title: Community Care Assistant
Team: Community Care Team
Hours: Full-time/Part-time
Responsible to: Registered Manager

Job Summary/Main Purpose

The purpose of the care provided by a Carer is to provide professional care to service users living in their own homes assisting with a range of tasks essential to their life. The post requires staff to be available to work weekends and bank holidays on a rota basis.

Main duties/Responsibilities

- To assist with medication, housekeeping and shopping
- To carry out documented tasks based on assessed needs and contractual arrangements
- To work within the professional boundaries and governing bodies, external regulators, legislation and standards
- To work as an effective and integral member of a forward-thinking team, providing a responsive and needs-led service
- To build positive relationships with service users, their families and health and social care staff
- To work within a defined boundary of expertise appropriate to the tasks required to meet assessed need
- To carry out duties of care for service users, as detailed in Personal Plans
- Undertake duties in accordance with the 4-weekly rota
- To be aware of Adult Safeguarding and Protection guidance and where necessary, immediately inform the Registered Manager of any concerns
- To monitor and review the person's care needs and report changes to the care plan immediately to the Registered Manager
- To work directly with service users with a higher level of risk and complex needs, carrying out specific tasks and activities under the direct supervision of a professional who continues to hold and take overall responsibility for the case
- To support and report to the professional when changes occur that are outside the scope of their responsibility
- To maintain appropriate records and record relevant activities / actions as per the relevant MCare NI Policy and appropriate departmental and statutory guidelines as advised
- To commit to a working pattern dictated by needs-led services
- To participate in different service areas across MCare NI
- To report equipment requirements to management without a delay
- Report any deterioration in health to management without delay
- To demonstrate and explain the use of equipment, and to communicate this effectively to clients and/or carers
- To work in partnership with colleagues within the organisation and in external agencies
- Any other duties as deemed necessary by MCare NI

Health & Safety

- Report any 'no access' visits, missed calls, late calls or changes to service users condition to the Registered Manager immediately
- Promote safe working practice at all times
- Report all incidents to Registered Manager in line with the relevant Policy

Training & Development

- Attend all mandatory and other relevant training as directed by the Registered Manager
- Attend staff meetings when required
- Participate in group and individual supervision
- Adhere to the standards and codes of conduct laid down by the Northern Ireland Social Care Council (NISCC)
- To register with NISCC and keep registration up to date

General Responsibilities

- Ensure records are maintained and kept up to date in accordance with standards
- Maintain high level attendance
- Maintain a flexible approach to your rota which may require to be changed at short notice
- Follow the company's procedures in regard to working 'out of hours'

Personnel Specification

Essential:

- Ability to carry out personal care, assist with basic daily living tasks, housekeeping etc, within the allocated timeframe
- Ability to manage own time and workload
- Ability to work unsupervised and use own initiative
- Ability to record and report accurate, legible and complete information
- Full driving licence and use of car for work with Business Insurance
- NISCC Registration or willingness to apply on appointment to post

Desirable:

NVQ Level 2 in Social Care or willing to undertake this in the future
Completing the Application for Employment Guidance Notes

Please read these notes carefully before completing our application form.

Please complete this application form using black ink or type. All sections of the form must be completed and legible. Non completion of any section may result in rejection of your application.

Personal Details

Please ensure that you give us your full and most up to date address for correspondence, a daytime telephone number and email address where you can be reached easily to allow us to contact you at short notice if required. Please supply all employment from leaving school including dates and reason for leaving. Please also ensure that you identify and explain any gaps in your employment history.

Disabilities

MCare NI wish to provide any assistance necessary to people with disability to ensure equality of opportunity at the interview. To ensure this happens, it is vital that you answer the relevant questions in this section of the application form. For guidance, a person that has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Physical or mental impairment includes sensory impairments. Hidden impairments are also covered, eg, mental ill health, learning disabilities, hearing impairment, diabetes or epilepsy.

Essential/Desirable Criteria

This section of the application has been specifically designed to assist in the shortlisting process and relates directly to criteria outlined in the personnel specification. Failure to provide sufficient information/detail in response to the direct questions in this form, will in effect mean your application may not be shortlisted due to lack of information.