



## **Job description for holiday care worker**

### **Hours**

From 14-38 hours per week.

### **Rate of pay**

Variable from £7.50 to £10 per hour plus travelling expenses depending on location of client and assignment.

### **Brief Description**

Entertainment care involves accompanying service users to social, recreational and leisure activities, eg. Bingo, sports matches, shopping, nightclubs, religious activities, visiting friends and family. Duties include booking leisure and recreation activities, arranging transport to activities and ensuring the service user's safety during these activities.

### **Administrative duties**

- Send details of your availability to work to the domiciliary co-ordinator.
- Ensure time sheets are collected, completed and handed in on time.
- Wear ID badge at all times while working, and uniform if required by the service user.
- Report all issues or concerns to your supervisor
- Attend all required training and supervision sessions
- Collect all necessary equipment, eg. Personal Protective Equipment from the office on a regular basis
- Collect necessary paperwork from the office weekly
- Complete and return issues form, daily record, diet record, injury diagrams.

### **Care duties**

- Write a care plan for each service user
- Maintain service user confidentiality
- Book recreational, leisure and social activities and transport for service user.
- Accompany service user to activities
- Familiarise self with security measures at the service user's home, eg. key safes and burglar alarms.
- Check condition of manual handling equipment and report any faults to a supervisor.
- Some waking-night duties may be required.



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Service users may require help with any of the following:

- Dressing and undressing,
- bathing, washing,
- shaving,
- oral hygiene,
- toilet and continence requirements,
- medication requirements and other health related activities,
- manual handling,
- eating and meals,
- handling personal possessions and documentation,
- entering the home, room, bathroom, toilet,
- assistance with paying for services and bills,
- assistance with book-keeping
- shopping,
- care for plants and pets,

Candidates must be prepared to work with the following service user groups:

- Children and their families
- people with special communication needs,
- people with sensory loss,
- people with dual sensory impairment,
- older people with complex health and care needs,
- people with terminal illness,
- people who have had a stroke,
- people with learning disabilities,
- people with dementia,
- people with challenging behaviour,
- people with infectious or contagious diseases,
- people with mental health problems including people subject to guardianship and supervision order under the mental health act,
- people from ethnic minority communities and or religious groups.



## Person Specification

We are seeking candidates with the following qualities:

Essential skills:

- Good literacy and numeracy skills
- Good communication skills
- Full Driving licence and access to own transport.
- Ability to navigate and give directions
- Ability to work with alone and with others
- Ability to work together with members of other professional organisations
- Ability to treat vulnerable children and adults with respect, and promote their independence

Personal qualities

- Cheerful, outgoing personality
- Confident
- Honest
- caring nature
- responsible
- dedicated
- reliable
- hard-working
- good personal hygiene
- organised, neat and tidy, punctual
- able to cope with distressing emotional situations, eg. death of a client
- Prepared to travel anywhere within Norfolk and Suffolk
- Prepared to work at short notice.

If you are interested in the above job, or have any other questions, please call us on 01603 633561, or email [recruitment@dorahealthcare.co.uk](mailto:recruitment@dorahealthcare.co.uk).

Office open Monday-Friday, 9am-5pm except bank holidays.