



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

Holiday care involves looking after individuals who are on holiday in the Norfolk/Suffolk area, and helping them to enjoy their holiday. Duties include booking leisure and recreation activities, accompanying them to these activities and caring for members of their family who are on holiday with them.

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
- Care for service user's family
- 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,
- collecting pension,
- care for plants and pets,
- escorting to appointments as required.

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 understand and abide by the organisation code of conduct.
- 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.
Office open Monday-Friday, 9am-5pm except bank holidays.