



## **Job description for live-in domiciliary care worker**

### **Hours**

7 days a week, 24-hours a day on a week-on week-off basis.

### **Rate of pay**

From £500 per week plus travelling expenses depending on location of client and level of care needs.

### **Brief description**

Live in care involves taking complete responsibility for the health and wellbeing of the service user 7 days a week, 24 hours a day on a week on-week off basis.

### **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.
- Maintain and update the service user care folder.

### **Domiciliary duties**

- Write a care plan for each service user
- Maintain service user confidentiality
- Familiarise self with security measures at the location, eg. key safes and burglar alarms.
- Check condition of manual handling equipment and report any faults to a supervisor.
- make appointments with the service user
- waking-night duties



Low clinical duties

- emptying and changing catheter bags
- cleaning stoma bags
- changing hearing aid batteries

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
- IT skills, including ordering shopping online, use of email to return timesheets.
- 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

- 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.