**Job Description**

**Job Reference Number: MN0625EB**

**Job Title**: CARER

**Reporting to**: The employer will be daughter of the lady requiring support.

**Location**: NEWTONHILL

**Rate of pay**: £16.00 per hour £55.99 PER BLOCK SHIFT OF X 8 HRS FOR OVERNIGHTS

**Hours of work**. Friday teatime – food, medication and continence visit 5.30 – 6pm (30 mins)

Friday night settle visit – drink, snack and medication / Pyjamas on, continence prep, hearing aids on charge and bed settle. 10pm – 11pm (1hour)

Overnight stay – 8 hours until 7am at set rate of £55.99

Saturday breakfast including food, medication, help to wash and dress, continence prep, hearing aids – 7am – 8am (1hr)

Saturday – lunch time visit – food, medication and continence 12.30 – 1pm (30 mins)

Saturday teatime visit – food, medication and continence – 5.30pm – 6pm (30 mins)

Saturday night settle visit – drink, snack and medication / Pyjamas on, continence prep, hearing aids on charge and bed settle. 10pm – 11pm (1hour)

Overnight stay – 8 hours until 7am at set rate of £55.99

Sunday breakfast including food, medication, help to wash and dress, continence prep, hearing aids – 7am – 8am (1hr)

Sunday – lunch time visit – food, medication and continence 12.30 – 1pm (30 mins)

Sunday teatime – food, medication and continence visit 5.00 – 5.30pm (30 mins)

**Nature of the job role: TO SUPPORT THE LADY IN HER OWN HOME TO KEEP HER SAFE AND CARED FOR AT ALL TIMES**

**Main duties**: PERSONAL CARE/ FOOD PREPARATION AND PROVISION/ CONTINENCE SUPPORT/ ADMINISTRATION OF AIDS

To maintain a safe working environment

To respect confidentiality at all times.

 **Training below will be offered and paid for by the employer:**

**ADULT SUPPORT AND PROTECTION**

**PERSONAL CARE**

**INFECTION CONTROL**

**MEDICATION MANAGEMENT 3**

**FOOD HYGIENE**

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, active, reliable and friendly.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent will be required.

**PVG will be required for successful applicant**

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS Payments. As an organisation we are not the employer but merely assist people to recruit staff when required. If you are employed, your contract will be with the person in receipt of the SDS Payment and not with Cornerstone.**

**Person Specification**

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| **Attributes** | **Essential****(The minimum acceptable levels for safe and effective job performance)** | **Desirable****(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** |  | Experience of working with people in their own home. |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant training | . |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively.
* Be a good listener.
* Use own initiative/self motivation
* Be flexible and adaptable
* Work independently
* Use a positive and supportive approach
* Ensure the safety and well-being of the client at all times
 | Ability to:* Form positive relationships with family
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| **Inter-personal and social skills** | Excellent communication skillsFriendly and outgoing. |  |
| **Additional requirements for this post** |  |  |