



## **JOB DESCRIPTION**

**JOB TITLE:** HOME CARE WORKER

**RESPONSIBLE TO:** BRANCH MANAGER

### **PURPOSE OF ROLE**

To provide the highest standard of personal and domiciliary care to our Customers to facilitate their continuing independence and dignity within their own homes whilst complying with Springfield Homecare policies and procedures in line with external legislation and Codes of Conduct as dictated by the Care Quality Commission.

### **RESPONSIBILITIES**

1. To undertake personal care and other domiciliary work in accordance with customer agreed Care Plans;
2. To promote at all times the principles of care that underpin the basis of quality care for Customers, including maintaining Privacy, Dignity, Independence, Choice, Rights and Fulfilment;
3. To work agreed shifts, and to be flexible where additional cover may be required in order to meet the operational needs of the business, ie. holiday periods, bank holidays and transferring into other areas;
4. To commit to work an absolute minimum of one in two weekends and one evening per week;
5. To work as a member of a team, for individual Customers, which is monitored by a supervisor, including working with colleagues on a double up basis;
6. To attend team meetings on a regular basis;
7. To accurately document and report to the office/line manager any information as necessary on the progress of individual customers, any changes in their needs and/or circumstances;
8. To use the Electronic Call Monitoring system, or any such system as required by Springfield Homecare in accordance with contractual requirements for other agencies;
9. To undertake all responsibilities and comply with Company Policies and Procedures;
10. To attend refresher training sessions as dictated by the Training Plan and any other training as and when required, including Diploma Level 2 in Health and Social Care provided by Springfield Healthcare (if not already held);
11. To provide documentation in a timely manner when requested for the purposes of remaining compliant;
12. To ensure any signed and completed timesheets are returned to the office by 12.00 Tuesday each week.
13. To maintain an adequate personal supply of disposable gloves, anti-bacterial hand wash and aprons, which are readily available in the office;
14. To undertake any other reasonably required duty delegated to you by your immediate line manager(s).

## PERSON SPECIFICATION

### Essential qualities you will have:-

**I**nnovation  
**N**urturing  
**S**upportive  
**P**assionate  
**I**ntegrity  
**R**espectful  
**E**mpathy

### With the ability to:-

communicate clearly and effectively with Customers and Colleagues;

document information clearly with a good standard of written English;

work to strict deadlines;

self-manage workload;

work as part of a team;

deliver high quality person centred care;

complete basic household tasks;

### You will be:-

Reliable with a flexible approach;

Respectful of Customers, their homes and families;

Honest and trustworthy;

Sensitive to the individual circumstances and needs of customers and their families;

Committed to providing quality services to all Customers;

Protective of Customers personal data;

Passionate in all that you do;

An ambassador for Springfield Healthcare;

### In addition you must:-

- Be flexible in travel to different locations within Leeds, Wetherby or Wakefield areas;
- Have a full driving license and the use of a vehicle for work purposes;

**PLEASE NOTE THAT IT IS NOT POSSIBLE TO CARRY OUT THIS ROLE ON FOOT OR  
BY THE USE OF PUBLIC TRANSPORT**