

## Role Profile

**Job Title:** Care Worker  
**Reports to:** Operational Team Leader  
**Responsible to:** Head of Operations

## Job Purpose

**Responsible for providing Domiciliary Care to a range of clients with varying needs and abilities in accordance with Extra Care Policies and Procedures. Domiciliary Care may include routine tasks within or outside the home, personal care of the client and other associated domestic services necessary to maintain an individual in an acceptable level of health, hygiene, dignity, safety and ease in their own home.**

**At the core of our business are our Purpose, Vision and Values which form the basis of how we expect every employee to perform their duties.**

## Key Responsibilities of the job:

**As A Care Worker I will: -**

- Meet the needs of Service Users across Northern Ireland as directed by Extra Care
- At all times work in accordance with Extra Care Policies and Procedures.
- At all times work in accordance with the Standards of Conduct and Practice for Social Care Workers as laid down by Northern Ireland Social Care Council.
- At all times comply with and promote the Purpose, Vision and Values of Extra Care.
- Encourage and promote Service User independence, giving choice and upholding individual rights and dignity.
- Understand the needs of vulnerable service users and that there will be a requirement that I will have to be available at varying times, which includes early morning and late evening work. I will be required to work weekends and bank holidays.
- Complete all hours and tasks as allocated on my rota across all shifts and ensure they are conducted in accordance with the time allocated and tasks as detailed in the Care Plan.
- Promote safe practice at all times and ensure that all equipment provided is used for its intended purpose and in accordance with training, Risk Assessments and Extra Care Policies and Procedures.
- Assist Service Users to carry out self-care tasks including getting in and out of bed, washing, dressing, showering, oral hygiene, continence care, catheter and stoma care.
- Prompt, remind or administer medication as appropriate.

- Provide a sitting service for a period of time to carry out tasks and provide company to the Service User.
- Prepare and provide meals and drinks in accordance with Care Plan.
- Complete good quality and accurate records in accordance with Extra Care`s Policies and Procedures.
- Report any accidents/incidents accurately and in a timely manner.
- Report immediately if access has not been gained to a Service User`s call
- Report and record any concerns or changes regarding the wellbeing of a Service User in a timely manner.
- Treat all information regarding colleagues, Service Users and their families, which may be gained in the course of the role, with respect and in a confidential manner.
- Participate in formal, informal, individual and group supervisions/meetings as required.
- Participate in training as required.
- Ensure NISCC Registration is maintained.

**Benefits of working for Extra Care:**

- Paid Induction Training and regular updates.
- Career development opportunities.
- Full support from office staff and access to an on-call service for emergency situations out of hours.
- Excellent rates of pay including travel time.
- Workplace Pension scheme.
- 5.6 weeks paid holiday per annum.
- Regular supervisions and appraisals.
- Free uniform and protective equipment provided.
- Refer a Friend Scheme

## Purpose

Giving people the choice to remain living at home through the provision of high quality care.

## Vision

To be the leading provider of, and champion for, innovative, high quality, cost effective and flexible care services.

## Values

Values are the beliefs, behaviours and attitudes that determine and describe how we are at Extra Care. We aim to embed these values at every level of the organisation and ensure that it is these values that will drive what we do and how we do it.

### **Governance**

Accountable and best practice

### **Quality Service**

Specific standards delivered by committed and expert staff

### **Success in Customer Satisfaction**

Listening, learning and leading on great customer care

### **Commitment and innovation in practice**

Engaged and driving for better ways of working

### **Team Work & Respect for others**

Common goals, positive support and constructive challenge

### **Integrity, honesty & Trust**

Integrity at the core of everything we do

### **Excellence in communication**

Clear, open and ongoing



## **Job Specification**

### **Essential Criteria:**

- Own transport with full driving licence and business class insurance.
- Excellent communication skills.
- Access to a mobile phone for work purposes.
- Ability to work on own initiative as well as part of a team.
- Committed to ensuring the provision of high quality care to our Service Users.
- Current registration with NISCC or ability to register during recruitment process
- Satisfactory Enhanced Access NI Clearance.
- 2 work related references.

### **Desirable Criteria:**

- NVQ Level 2 in Health and Social Care, or related discipline.
- 6 months paid/unpaid experience of caring for dependent adults.

**This role profile indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Extra Care reserves the right to amend the job description from time to time, according to business needs.**