



DAUGHTERS OF CHARITY SERVICE

DISABILITY SUPPORT SERVICES

JOB DESCRIPTION

JOB TITLE: CARE STAFF

RESPONSIBLE: THROUGH SENIOR PERSONNEL TO SERVICE MANAGER

EMPLOYING AUTHORITY: DAUGHTERS OF CHARITY

DUTIES AND RESPONSIBILITIES

1. Ensure the highest standard of care and support in respect of the physical, psychological, emotional well-being each service user. An environment is created that is conducive to their well being. Maintaining the highest standards of professional care and safety in the home/area.
2. Ensure each service user is treated with dignity and respect and that their person centred plans are implemented ensuring outcomes are documented and measured
3. Promote self development, independence and individuality of each service user.
4. Ensure that service users are treated in a manner appropriate to their age and gender and that this is reflected in their manner of dress, activities and social contacts.
5. Ensure that any relevant change in a service user's physical or behaviour pattern is brought to the attention of the manager and relevant reports are completed.
6. Maintaining good order and organisation in the house/area at all times especially in housekeeping, cleanliness and hygiene.
7. Integrating service users as far as possible into the local community. Promoting good relationships with neighbours and the general public.
8. Ensure participation in religious/liturgical programmes in accordance with the ethos of the Daughters of Charity.
9. Encourage and participate, where appropriate with service users in social educational and recreational activities within the local community. Participating in holidays with service users.as required
10. Ensure that good quality food is prepared and encourage service users to help in the preparation and serving of meals where appropriate.
11. Support when necessary, service users who exhibit behaviours that challenge, or who have seizures or other conditions. Participating as requested in monitoring and recording that may be necessary.
12. Attending relevant service user meetings as directed by the Manager
13. Sharing responsibility for monitoring house supplies equipment and clothing
14. Undertake all aspects of home/area management as directed by the Manager.
15. In the event of being alone in an emergency situation, if trained, administering basic first aid until assistance arrives on the scene as per relevant protocol.
16. Being flexible in working hours to meet the changing needs of service users

17. Ensuring all records including Care Plans, PCP's, individual programmes behaviour interventions are maintained and regularly reviewed to give an accurate update to the relevant staff. Ensuring all records relating to the particular house are kept up to date on occasions care staff may work on their own, and assume responsibility as lead person under the direction of their manager.
18. Being fully aware of and working within, Service Policies and Procedures and local guidelines.
19. Accompanying service users to outside professional appointments as may be requested from time to time. Ensuring full knowledge of relevant aspects of service user prior to appointment.
20. Being fully familiar with emergency procedures and ensure that a safe environment is created for the service users. Ensure the health and safety policy of the service is strictly adhered to.
21. Attending training programmes as may be requested from time to time, including medication management. Involvement in all aspects of service user care, including medication management and recording of same.
22. Accompanying service users to day services and other activities either in service transport or public transport as required.
23. The duties and responsibilities may change due to changing needs of the service users, care staff must be flexible and willing to change and adapt to new interventions.
24. Participate in Service Annual Performance Review System
25. Maintain a high standard of work performance, attendance, appearance and punctuality at all times.
26. Ensure good working relationships are maintained with colleagues.
27. Maintain the highest standards of confidentiality are maintained at all times
28. Any other duties as may be required from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Disability Support Service.