



JOB DESCRIPTION

JOB TITLE: Care and Support Worker

REPORTING TO: Supervisor, Coordinator, Branch Manager

LATERAL LIAISON: Other Care and Support workers

RESPONSIBLE FOR PERFORMANCE OF: No reportees

SALARY:

WORKING HOURS: As agreed

DUTIES: Care of clients, up to and including, but not exceeding care agreed in the Care Plan with due regard for the client's privacy, dignity, autonomy and independence.

Meticulous recording of key events and all activities undertaken in the client's home to ensure the health, rights and best interests of clients are safeguarded.

Promote and protect the health, safety and welfare of clients and themselves through the use of safe working practices.

Observe the principles of confidentiality in discussion with colleagues and whilst dealing with information given by clients or their representatives.

Attend training courses arranged by Candlelight in line with their personal development plan.

Attend four supervision sessions and an annual appraisal with their supervisor.

The Care and Support Worker will return their uniform, ID and any other Company property to Candlelight on leaving the company.

RESPONSIBILITIES:

The Care and Support worker will maintain their uniform to a standard compatible with Candlelight's expectations

Behave in a manner fitting Candlelight's standards and in accordance with Candlelight's policies and procedures.

Maintain good relationships with Branch staff, other carers, clients and their representatives,

Name in block capitals.....

Signed.....Date.....