

# Alpha Care Specialists

Homecare Services at its Best

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## JOB DESCRIPTION

Job Title:	Personal Care Assistant
Salary:	From £8.48 to £9.00ph
Hours of work:	Varied
Location:	Clients Homes and Community House
Responsible to:	Homecare Manager
Main purpose of job:	Looking after people in their own Home
Supervisory Responsibilities:	None
Overall Objectives	To provide high quality, flexible, person centred care and support, which may include practical, emotional and social support enabling s/users to continue to live independently in their own homes.

1. You will provide practical help such as keeping the clients clean, bathing them, taking them to the toilet, feeding them and providing companionship.
2. You will need also to carry out household tasks, such as shopping, preparing meals, making the bed, vacuum cleaning and dusting. Some service users require medication to be administered.
3. Work with service users in a way that promotes their equality, diversity and rights.
4. Develop relationships with the people that use the service and establish and maintain effective communication with these people.
5. Contribute to the protection of individuals from abuse.
6. Make a positive contribution to and work constructively within the team.
7. Contribute to the development of others in the team.
8. Develop your own abilities to enhance work performance.
9. Work in a way that ensures the service is delivered in compliance with relevant legislation, Alpha Care Specialist values, policies and practices and contractual requirements.

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Registered Office: As above Registered Charity Number 1084004



10. Keep appropriate records of work and communications and file them appropriately.
11. Promote, monitor and maintain health and safety and security in the workplace.
12. Any information relating to service-users acquired in the course of duty must be treated in the strictest confidence and discussed only with Homecare Manager.

**Organisational/Statutory**

To at all times carry our responsibilities with due regards to Alpha Care Specialists  
Equal Opportunities statement

To accept responsibility for ensuring that Alpha Care Specialist's policies and procedures  
are adhered to at all times

May have to attend evening or weekend

Continuous improvement

To participate in supervision

To participate in training

Reviewed April 2017