

DOCUMENTATION REQUIRED

Once your interview is scheduled – in order to process your application we will need you to bring the following documents to your interview:-

ACCESS NI VALIDATION

- Passport (if you have one)
- 2 Passport Sized Photographs
- Birth certificate
- 2 x utility bill or proof of address (issued within the last three months)
- Proof of National Insurance i.e. N.I. card/or most recent P45 or P60

CAR DETAILS

- Both parts of Driver's License (photo ID & Counterpart)
- Car insurance documentation (*i.e. Certificate of insurance issued by your insurer*)
- MOT Certificate (*if your car is 3 years old or more*)

ADDITIONAL

- Any Training certificates you hold in relation to healthcare (*if applicable*)
- NISCC Registration certificate (*if you have one*)
- Working/Holiday Visa (*if applicable*)
- Payment of £33 for AccessNI clearance (*as of December 2014*)

Your file will not be compliant without all of the above and as a result you will not be able to work through Lydian Care, if you have any concerns please contact Dean Foster as you may have substitute information or we can direct you where to obtain replacements if required.

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Title of Post: Home Care Worker Job Description
Responsible to: Home Care Manager

Post Objectives: The post holder will be required to assist in the care and support of older people maintained in the community within the aims and philosophy of the service. He/she will provide intensive domestic and personal care to individuals in their own homes. Additionally, you will work in co-operation with various professionals and clients and /or carers in providing agreed care plans.

Overview: To carry out personal care tasks for individuals according to agreed care plans in consultation with the client and or carer. To carry out domestic tasks for clients according to agreed care plans in consultation with the client and /or carer. To report any change in a clients health, behaviour, social well being

Remuneration: Lydian Care rates of pay vary across different sites and locations. Up to date rates of pay will be discussed and agreed at interview.

Personal Care:

1. Bathing, ensuring all essential aspects of personal hygiene and skin care are attended to
2. Assist with toileting
3. Assist in the management of continence
4. Assist with dressing/undressing
5. Assist with mobility/ transfers correctly using any specialised equipment provided
6. Assist with feeding
7. Administer prescribed medication
8. Assist with therapeutic programmes

Social Care:

1. Have sensitivity to and listen to and provide support to individual clients and carers
2. Sit with clients to provide relief to carers
3. Talking and Socialising with clients
4. Initiate relevant social activities

Other Duties:

1. Participate in Lydian Care's Induction & Training
2. Maintain relevant administration i.e. care report sheets, medication sheets and timesheets
3. Keep safe any keys issued
4. Attend supervision sessions and team meetings
5. Work flexible hours on a rota basis which will include night cover and a night service as required
6. Promote positive interpersonal relationships with clients, carers, professionals, colleagues and members of the public
7. Adhere to all relevant Health & Safety, related legislation and care standards and Risk Management guidelines
8. Maintain confidentiality of Lydian and our clients at all times
9. Any other appropriate duties as directed by Lydian Care management team

This Job Description is not definitive and can be amended to meet the changing need of the company and those of our clients.

Person Specification

1. Experience of providing care in a paid capacity
2. Full clean driving licence and access to a car for work purposes.