



Company No. 07157130

South Leicestershire Care Co-operative  
C/o VAL  
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Leicester  
LE1 7ZX

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## South Leicestershire Care Co-operative

### Job Description

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|---|
| <b>Personal Assistant / Care Worker</b>   |
| <b>PAY AND HOURS OF WORK</b>  |
| £7.50 per hour<br><br>A mileage allowance of 30p per mile will be paid if you use your own car for work purposes, you must have Business Use insurance.<br><br>May occasionally be required to work extra hours by arrangement.<br><br>Work times by arrangement, may include some evenings and weekend duties.<br><br>Monday – Sunday.<br><br>There may be the occasional requirement to work up to 12 hours in one session – any such requirement would be agreed in advance. |
| <b>JOB LOCATION</b>   |
| Within the client's own home and in the community.  |

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| <b>RESPONSIBLE TO</b>  |
| A Cluster Support Worker/Manager of South Leicestershire Care Co-operative   |
| <b>JOB PURPOSE</b>   |
| Work with client to promote their independence and provide support with daily living and domestic tasks in their own home.<br><br>Work on a 1:1 basis with client to assist access to community social and recreational activities.  |
| <b>MAIN DUTIES AND RESPONSIBILITIES</b>  |
| The list below is not an exhaustive definition but an example of some of the work we undertake. Experience of some or all is desirable.  |
| <b>DOMESTIC DUTIES</b>   |
| Make the bed<br>Change bed sheets as required.<br>Undertake the laundry.<br>Wash up and put pots away.<br>Prepare and cook meals and snacks.<br>Prepare drinks.<br>Responsible for checking the fridge and freezer for out of date food.<br>Clean kitchen work surfaces, floor etc..<br>Empty the bins.<br>Clean the bathroom, toilet sink etc..<br>Vacuuming, dusting etc.. |
| <b>OTHER DUTIES</b>  |
| Responsible for collecting prescriptions.<br>Drive the client's vehicle and accompany them at shopping trips and outings.<br>Drive the client in your own car and accompany them at shopping trips and outings.<br>Assist the client in and out of the car.<br>Fold up wheelchair/scooter and place in the boot of the car.<br>Push wheelchair when going out.               |

Assist with loading/unloading the car of grocery shopping and putting shopping away as directed by client.  
Provide reassurance and support if the person becomes anxious.  
Encourage the person to participate in leisure pursuits and activities for example swimming, walking and going to the gym.  
Assist the client with managing their finances, payment of household bills and to deal with correspondence as directed.  
Alert the client of any situations that may put them at risk of harm and take appropriate action as agreed.  
Ensure the client is safe.  
Offer support around road safety and traffic awareness.  
Assist with money management when out.

### **SPECIAL INSTRUCTIONS**

Undertake duties in accordance with health and safety legislation and employer's own risk assessments.

Undertake training as necessary.

Communicate and discuss any problems which arise as soon as possible.

Respect at all times the confidentiality of the client you will be supporting, their family and your employer.

To respect the client's dignity and independence.

Understand how to work with the client to meet their self defined needs and feel confident to ask, listen and carry out the tasks requested.

To respect the possessions and equipment in the client's home and obtain consent before using or handling their possessions and equipment.

To appreciate and understand the stresses and strains of the client and his/her family and the effects this may have upon them.

## Person Specification

| <b>Attribute</b>                                       | Essential /<br>Desireable | Method of<br>measuring |
|--|---------------------------|------------------------|
| Able to speak and understand English                   | <b>E</b>                  | 2                      |
| Able to read and write English                         | D                         | 1,2                    |
| Reliable and trustworthy                               | E                         | 1,2,4                  |
| A Good Time-keeper                                     | E                         | 2                      |
| A Self-Starter   | E                         | 2,4                    |
| Motivated and able to encourage and<br>motivate others | D                         | 2,4                    |
| A Good Listener  | E                         | 2                      |
| Experience of working in a caring role                 | D                         | 1,2                    |
| A full UK Driving license                              | D                         | 1,2                    |
| Use of a car   | D                         | 1                      |

1=Application Form, 2=Interview, 3=Test, 4=References.

As a condition of employment you may be required to obtain a Enhanced Criminal Records Bureau (CRB) check. If you are invited for interview you will be required to bring documentation proving entitlement to work in the UK e.g. passport, birth certificate and national insurance number. You should also bring your driving license with you if you have one.