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Knockbracken Healthcare Park,  
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**August 2016**

## **CARER**

**Dear Applicant**

Thank you for your interest in the post of Carer within the company.

Please find enclosed the following:

- Job description
- Personnel specification
- Completing the application form – guidance notes
- Application for Employment
- Equal Opportunities Monitoring Form

We look forward to hearing from you.

**M Care (NI) Ltd**

## **JOB DESCRIPTION**

**Title :** Carer Domiciliary Care Team

**Hours:** Full time / Part Time

**Responsible to:** Assistant Manager/Operational Manager

### **Job Summary/Main Purpose**

The purpose of the care provided by a Carer is to provide professional care to service users living in their own homes, assisting with a range of tasks essential to their life.

The post requires staff to be available to work weekends and bank holidays on a rota basis.

### **Main Duties/Responsibilities**

- To assist with medication, housekeeping and shopping
- To carry out documented tasks based on assessed needs and contractual arrangements
- To work within the professional boundaries and governing bodies, external regulators and legislations
- To work as an effective and integral member of a forward thinking team, providing a responsive and needs led service.
- To build positive relationships with service users, families and management
- To work within a defined boundary of expertise appropriate to the tasks required to meet assessed need.
- To carry out duties of care for service users, as detailed in Personal Plans
- To manage workload in a time bound fashion, as directed by the 4 weekly rota
- To be aware of Adult Support and Protection guidance and, where necessary, immediately inform Assistant Manager / Operations Manager
- To monitor and review the person's care needs, and report changes to the care plan immediately to the Assistant Manager / Operations Manager
- To work directly with service users with a higher level of risk and complex needs, carrying out specific tasks and activities under the direct supervision of a professional who continues to hold and take overall responsibility for the case

- To support and report to the professional when changes occur that are outside the scope of their responsibility.
- To maintain appropriate records and record relevant activities/actions as per departmental and statutory guidelines.
- To commit to a working pattern dictated by needs led services.
- To participate in different services across M Care NI
- To report equipment requirements and deterioration in health to management without delay
- To demonstrate and explain the use of equipment, and to communicate this effectively to clients and/or carers.
- To work in partnership with colleagues within the organisation and in external agencies.
- Any other duties as deemed necessary by M Care NI.

### **Health & Safety**

- Report any 'no access' visits, or changes to service user's condition and report to Operational Manager immediately.
- Promote safe working practice at all times.
- Report all incidents to Operational Manager

### **Training & Development**

- Attend all mandatory training as directed by the Operational Manager
- Attend staff meetings when required.
- Adhere to the standards and codes of conduct laid down by the Northern Ireland Social Care Council

### **General Responsibilities**

- Ensure records are recorded and kept up to date in accordance with standards.
- Maintain high level of attendance.
- Maintain a flexible approach to your rota which may require to be changed at short notice.
- Follow the company's procedures in regard to 'out of hours'.



***M Care (NI) Ltd***

**Personnel Specification**

**Job Title: Carer**

<b>Educational Qualifications &amp; Experience</b>		
	<i>Essential</i>	Ability to carry out personal care, assist with basic daily living tasks, housekeeping etc, within the allocated timeframe Ability to manage own time and workload Ability to work unsupervised and use own initiative Ability to record and report accurate, legible and complete information Full driving licence and use of car for work
	<i>Desirable</i>	NVQ Level 2 in social care or willing to undertake this in the future

## COMPLETING THE APPLICATION FOR EMPLOYMENT GUIDANCE NOTES

**Please read these notes carefully before completing your application form**

Please complete this application form using black ink or type. All sections of the form must be completed and be legible. Non completion of any section may result in rejection of your application.

### **Personal Details**

Please ensure that you give us your full and most up to date address for correspondence, a daytime telephone number and email address where you can be reached easily to allow us to contact you at short notice if required.

### **Disabilities**

M Care NI wish to provide any assistance necessary to people with disabilities to ensure equity of opportunity at interview. To ensure this happens it is vital that you answer the relevant questions in this section of the application form. For guidance a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Physical or mental impairment includes sensory impairments. Hidden impairments are also covered, for example, mental ill health, learning disabilities, hearing impairment, diabetes or epilepsy.

### **Essential / Desirable Criteria**

This section of the application, has been specifically designed to assist in the shortlisting process and relates directly to criteria outlined in the personnel specification. Failure to provide sufficient information / detail in response, to the direct questions in this form; will in effect mean your application **may not be shortlisted** due to lack of information.

### **Monitoring Form**

Ensure you fully complete the monitoring form and return with your application form.