



*Homecare Services*

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**Job Description, Duties & Responsibilities, requirements:**

- To provide personal care and support to service users in their own homes, including vulnerable adults.
- To report concerns, problems and changes in service users health / situation to the Manager.
- To correctly complete all records relating to service users and the care provided to them.
- To promote and uphold dignity, independence, respect of all service users.
- To identify and report problems, accidents in line with Policies and Procedures.
- To attend all training sessions and staff meetings arranged.
- To maintain and promote confidentiality of service users in line with Safeguarding Policy.
- To assist with personal care including washing, showering, bathing, toileting, shaving, oral hygiene, hair care, dressing and undressing.
- Assistance with continence requirements.
- Assistance with moving and handling of service users in accordance with training and Policy.
- Assistance with feeding, beverages, snacks and meal preparation.
- Assistance with shopping, handling money.
- Assistance with light general housework.
- Assistance with outings, activities, reading letters.
- Ability to keep clear, factual and well documented written records.
- Ability to communicate with service users, families, other health care professionals, colleagues and management.
- Ability to listen, interpret and carry out instructions and wishes.
- Ability to work unsupervised, under pressure, calmly and using initiative.
- To be of a caring nature.
- To be reliable, honest, patient and trustworthy.
- To be organised, flexible and hardworking.
- To be a team player.
- To be prepared to work in Dunstable, Houghton Regis and surrounding villages.

All staff should attend the office once a week to collect a rota and payslip, this also helps promote communication and good relations between staff and management.

It enables the office staff to discuss any changes with you for example new service user, changes to a service users care plan and equally gives staff the opportunity to feedback and discuss issues or problems / concerns with the office or management.

The days to collect your rota etc would be a Thursday or Friday during office hours.

We also have an open door policy which means staff can arrange to come in and talk to a member of office staff / management any time during office hours Monday to Friday, or can just pop in to collect gloves, aprons, paperwork etc.