



Job Description

Carer

Reports to

Clinical Team Leader

Job Summary

The post involves working as a member of a multi-disciplinary team providing care and support for children and young people with life limiting conditions and their families in a homely environment. The post holder will be expected to work under the direction of the Shift Coordinator on a daily basis, actively participating in the care of children and young people on a rota system.

Key Responsibilities

- To provide a high standard of care for referred children, young people and members of their families.
- To work as a member of the multi-disciplinary Care Team, valuing the skills and qualities of all Team members; sharing your particular expertise and developing your skills appropriately.
- To be aware of the safety needs of children and families and other staff and to work within Naomi House policies and procedures, guidelines and relevant statutory requirements e.g. Children's Act.

Key Tasks

- Recognising parents as the experts in the care of their children:
- Work flexibly alongside families in the direct care of their children, allowing the family to choose the level of involvement with the Care Team.
- Act as "contact" person for designated families between home, hospital and hospice, keeping in touch and making home visits as appropriate.
- Participate equally with other Care Team members in general household duties to facilitate the smooth running of Naomi House. This may include washing, ironing linen and children's clothes, cleaning the children's bedrooms, answering the telephone, preparing meals in the absence of kitchen staff, and other duties as reasonably required.

- To participate in regular Care Team and contact group meetings, as well as staff support systems either on an individual or group basis.
- To liaise with outside agencies involved with the care and support of the children and their families.
- To maintain all records, whether written documents or on a database, according to Naomi House guidelines and record keeping procedures.
- To participate in the orientation of new staff and students; acting as mentor if requested.

Personal – Professional Development

- To meet regularly with line manager for performance appraisals, reviewing performance, identification of objectives and to set targets and developing training plans.
- Utilise learning opportunities of all types to enhance your performance.
- Ensure all personal mandatory training is completed.

The job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates with examples the main role of the post-holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and Director of Care.