

FT Care Agency Limited

JOB DESCRIPTION

FT Care Agency Limited

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Address: Victoria Works, Victoria Rd, Bexhill-On-Sea TN39 3PD

FT Care – Job Description

Role: Care Assistant / Domiciliary Carer (Home Care Worker)

Company: FT Care Agency Limited

Reports to: Registered Manager

Location: Community-based (clients' homes)

Contract: Part-time /Full Time

Hours: Rota-based (including evenings/weekends as required)

Role Purpose

To provide high-quality, safe, and person-centred care and support to clients in their own homes, in line with individual care plans, CQC standards, and FT Care policies and procedures.

Key Responsibilities

Care Delivery

- Deliver personal care with dignity and respect (washing, dressing, toileting, continence care).
- Support with mobility and transfers in line with Moving & Handling guidance.
- Support with nutrition and hydration (meal preparation, prompting, feeding support where assessed).
- Provide companionship and promote independence, wellbeing, and choice.
- Support with light household tasks as agreed in the care plan (cleaning, laundry, errands/shopping).

Medication Support

- Support with medication in line with the care plan and FT Care medication policy (e.g., prompting and agreed assistance).
- Report medication concerns, errors, or refusal immediately according to procedure.

Record Keeping & Communication

- Maintain accurate daily records (care notes, outcomes, and observations).
- Report changes in health or wellbeing promptly to the office/manager.
- Communicate professionally with clients, families, and professionals.

Safeguarding & Risk

- Follow safeguarding procedures and report concerns immediately.

- Follow risk assessments and safe working practices, including lone working procedures.
- Report incidents, accidents, or near misses in line with policy.

Professional Standards

- Maintain confidentiality and comply with GDPR at all times.
- Attend training, supervision, and appraisal as required.
- Maintain professional boundaries, punctuality, and respectful conduct.
- Wear appropriate PPE/uniform (if applicable) and maintain hygiene standards.

Essential Requirements

- Caring, respectful, and reliable approach.
- Good communication skills and ability to complete care records.
- Willingness to travel between client visits.
- Right to Work in the UK.
- Enhanced DBS check (or willingness to undertake).
- Willingness to complete mandatory training and Care Certificate (if not already achieved).

Desirable

- Previous experience in domiciliary care, care home, supported living, or healthcare.
- NVQ/QCF Level 2 or 3 in Health & Social Care (or working towards).
- Driving licence and access to a vehicle.

Training & Development

You will complete and maintain mandatory training as required, and participate in regular supervision and competency assessments.

Declaration

I confirm I have read and understood this job description and will carry out my duties in line with FT Care policies and procedures.

Employee Name: _____

Signature: _____

Date: _____

Manager Name: Marylem Zitumane

Signature: _____

Date: _____

