



Job Description: Befriender

Responsible to: Registered Homes Manager

Responsible for:

Job Purpose:

To work as a member of the support team in meeting the service user's needs in a way that respects the dignity, privacy and rights of the individual.

To promote independence, choice and life fulfilment for the service user; every member of staff is expected to ensure that the service user's, comfort, satisfaction and well being is cared for in a friendly, efficient and personalised manner at all times.

Main Duties and Responsibilities:

Service user care
Property
General

Service User Care

- To familiarise and update themselves regularly with all relevant information regarding the service user's Care Plans, Risk Assessments and Intervention Guidances.
- To develop a professional friendship with identified individuals.
- To support individuals to be able to make informed choices, and to exercise their rights.
- To inform the Manager of any relevant information regarding the service user, to record in the day notes a brief handover of the time spent with the service user.
- To accompany where possible the individuals on home visits.

Personnel

- To attend staff meetings as required.
- To attend all necessary training for which adequate notice will be given.

Environment

- To support the registered manager in all fire regulation issues.
- To ensure all furniture, fixings, and general fabric of the building is kept to a good standard.
- To be aware of all Health & Safety Legislation which is relevant to the safe management of the building.

General

- To know, understand and abide by the home's operational policies and Code of Practice for Residential Care Homes.
- To abide by the policies and procedures laid down in the Operations Manual.
- To abide by and demonstrate due diligence to all aspects of Health & Safety within the home, and to act responsibly in reporting any shortfalls.
- To contribute to the maintenance of a safe home environment in accordance with the Health & Safety Legislation as appropriate.
- To report and record promptly and with accuracy all unusual and untoward occurrences and incidents relating to service users' behaviour. To be able to follow up with any further reports as requested.
- To undertake other occasional duties which are considered necessary for the smooth running of the home.

Performance and Appraisal

- In the interests of service user care, and to assist all personnel to achieve their objectives, The Partnership will carry out an annual appraisal interview.
- The individual's needs and personal development will be identified, and the appropriate action points established and acted upon.

Declaration

I, the undersigned, declare that I have read and fully understood my Job Description. I further understand that failure to carry out any tasks mentioned therein could result in re-training or disciplinary action being taken against me.

Signed.....Employee

In the presence of.....Recruitment Co-ordinator

Date.....