

Document Name	Job Description: Home Care Worker / Home Support Worker			
Document Number				
Issue Date	Revision	Review Date	Policy Owner	Signature
01/01/2026	01	01/01/2029	Emily Boyd on behalf of Silvergrove Home Care	<i>Emily Boyd</i>

**Job Title: Home Care Worker / Support Worker.**

**Reporting To: Service Provider / Board of Directors.**

**Location: Co. Meath & Co. Louth**

**Hours: Full-Time (with flexibility to meet service needs)**

### Role Purpose

To provide safe, high-quality, person-centred home support services to Service Users in their own homes, supporting independence, dignity, and wellbeing while working in line with national standards, service specifications, and Silvergrove HomeCare policies and procedures.

### Key Responsibilities

- Deliver personal care and support in accordance with the individual's care plan and personal support plan.
- Support Service Users with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs), including personal hygiene, toileting, dressing, nutrition, mobility support, and household tasks.
- Assist with safe medication support as outlined in the care plan, including collecting prescriptions, prompting regarding timing of medication, assisting the Service User to take prescribed medication, and observing for missed doses or errors.
- Follow infection prevention and control practices, including hand hygiene, correct use of PPE, safe disposal of waste, and adherence to Silvergrove and national IPC guidance.
- Identify and report any changes in a Service User's condition, deterioration, concerns, incidents, errors or near misses in line with reporting pathways and open disclosure requirements.

- Maintain accurate, timely, complete and legible records of care delivered, in line with data protection and record governance requirements.
- Respect the Service User's home, privacy, and possessions, ensuring security of the home while the service is being delivered.
- Maintain professional boundaries, including not accepting gifts/loans and not acting as a pension collection agent.
- Support safe moving and handling practices, including hoist use where required, and work within manual handling policies.
- Work collaboratively with the wider care team, family carers, supervisors, and multidisciplinary professionals to support safe, coordinated care.

### **Professional Practice and Conduct**

- Deliver care in a respectful, compassionate and person-centred manner.
- Maintain confidentiality and comply with GDPR/Data Protection requirements.
- Follow safeguarding procedures and report any concerns of abuse, neglect, or self-neglect.
- Attend supervision and engage in ongoing learning, competency assessments, and training updates.
- Work safely and responsibly, adhering to health and safety policies including fire safety awareness.
- Represent Silvergrove Home Care professionally, including appropriate use of uniform and identification.

### **Qualifications and Training Requirements**

- QQI Level 5 Major Award in a relevant healthcare discipline (e.g., Healthcare Support, Health Service Skills, Community Care) or equivalent; or currently undertaking with commitment to completion within required timeframes.
- Mandatory modules include Care Skills and Care of the Older Person.
- Up-to-date Manual Handling and People Handling certificate (including hoist training).
- Up-to-date Safeguarding and Children First certification.
- Infection Prevention & Control training (QQI module or equivalent such as HSeLanD).
- Completion of induction training (minimum 20 hours) and shadowing (minimum 8 hours) prior to working alone.
- Participation in annual competency assessment and maintenance of an up-to-date training plan.

### **Skills and Competencies**

- Excellent communication and interpersonal skills.
- Ability to work independently while following care plans and procedures.
- Strong awareness of dignity, privacy, and person-centred care.

- Ability to recognise and respond appropriately to risk, deterioration, falls risk, and safeguarding concerns.
- Good time management and reliability.
- Ability to maintain clear written records.

#### **Other Requirements**

- Flexibility to work evenings, weekends, and public holidays as required.
- Ability to travel to Service Users' homes.
- Physical ability to safely carry out care duties (with appropriate training and equipment).
- If candidates is using their own car during working hours, they must have a valid driver's licence, car tax, and car insurance. These must be provided to The Home Care Manager during induction.

This job description may be reviewed and updated in line with service requirements and national standards.