

Position: Key Worker
Responsible to: Matron / Manager

A Key Worker will be:

A key worker is a carer who is allocated to specific residents' and takes extra care of their individual needs. As a Key Worker with responsibilities for up to three residents', you will be responsible for looking after your assigned residents' wardrobes and chest of drawers ensuring that they are tidy.

Their rooms are to be kept tidy and you will be responsible for checking that only the clothes etc. belonging to your resident are in their rooms.

Other duties are to include:

1. To complete a property list on admission and to mark resident's clothes
2. To check on toiletries and to report if stocks are low
3. To clean and sort wardrobes and chest of drawers of your residents'.
4. To keep resident's rooms clean and tidy
5. To make sure only the resident's clothes are in their wardrobes etc.
6. To communicate with families and discuss individual needs
7. To report concerns to trained members of staff
8. All other caring duties are to be applied.