

1. TITLE OF THE CERTIFICATE ⁽¹⁾

Hooldustöötaja, tase 4

⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Care worker, level 4

⁽¹⁾ if applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

Personal care worker is a qualified employee who has acquired by corresponding training program necessary specialist knowledge and skills for taking care, guiding and rehabilitation of persons in need of assistance.

Personal care worker is a welfare service and health care professional. The aim of his/her work is to support and help the person in need of assistance with organising a dignified life and achieving the quality of life as high as possible. He/she takes care of satisfying the physical, social and psychological needs of the person in need of assistance, supervises and supports them. Personal care worker helps the person in need of assistance in case of functional disorders and rehabilitation, assisting to recover, attain and retain health, and supports him/her when death is approaching.

Personal care worker works with people of different age and cultural background who due to their life situation or for some other reason need help, care, guidance or support.

In his/her work the personal care worker is guided by the integrity and the needs, strength reserves, coping skills and beliefs in supporting self-sufficiency of the person in need of assistance. Personal care worker follows the human rights, professional ethics and the principles of equal treatment. Personal care worker cooperates and communicates with the person in need of assistance, those closest to him or her, relatives and other network professionals. The essentiality of work of personal care worker requires consistent individual development and a lifelong learning.

Parts of work:

1. Helping with the activities of daily living and providing care

- Organising a safe environment and making adjustments where possible.
- Planning and providing care.
- Providing information about healthy eating; monitoring edibility and food hygiene.
- Monitoring diet and nutrition.
- Assessing the appropriateness and comfortableness of clothing.
- Providing guidance and assistance with hygiene and aesthetic appeal.
- Supporting activities which boost the level of physical, mental and social activity.
- Providing guidance and support in matters relating to sexual behaviour.
- Carrying out activities relating to care.
- Purchasing medication.
- Helping nurses carry out their nursing duties.
- Organising rehabilitation, social and health services that support coping.
- Providing support and guidance to relatives who take care of a dying person or caring for a dying person.

2. Organising household chores

- Providing washing and cleaning services.
- Organising the necessary household chores.

^(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself.

The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu/en/home>

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3. Working with children <ul style="list-style-type: none"> - Spotting problems with children and in families. - Supporting children and families in shaping their values. - Supporting the activation of the social network. 4. Working with the elderly <ul style="list-style-type: none"> - Assessing the impact of physical, mental and social changes. - Providing guidance and assistance with copying in day-to-day life. - Spotting health issues. 5. Working with people with special needs <ul style="list-style-type: none"> - Assessing problems and offering solutions. - Motivating people. - Teaching people how to use technical aids. - Providing support with sticking to the rehabilitation plan. 6. Communication <ul style="list-style-type: none"> - Dealing with and solving problems. - Assessing ability by interacting with the social network. - Spotting conflict situations and looking for solutions. - Choosing the method of communication. - Communicating with people of different positions, cultural backgrounds and world views. - Preventing conflicts. - Solving problems. 7. Administering first aid <ul style="list-style-type: none"> - Determining the level of health. - Administering first aid in the event of bouts of illness, accidents and injuries. - Resuscitation. Optional part of work 8. Organising and managing teamwork <ul style="list-style-type: none"> - Organising teamwork. - Supporting colleagues. - Delegating work.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾
Personal care worker, caregiver, social worker
⁽¹⁾ If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Name and status of the national/regional authority providing accreditation/recognition of the certificate Sector Skills Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international) Estonian Qualification Framework level 4 European Qualification Framework level 4	Grading scale / Pass requirements passed/fail
Access to next level of education/training	International agreements
Legal basis Occupational Qualifications Act (RT I, 10.12.2010, 12; 01.01.2011)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.

More information (including a description of the national qualifications system) available at:
www.kutsekoda.ee