

## JOB DESCRIPTION

<b>JOB ROLE:</b>	<b>Reablement Worker</b>	<b>GRADE:</b>	<b>3B</b>
<b>SERVICE:</b>	<b>Reablement</b>	<b>BUSINESS UNIT:</b>	<b>Health Related Support</b>
<b>REPORT TO:</b>	<b>Assistant Reablement Manager</b>		

### JOB PURPOSE

To enable service users to regain or maintain their ability to live independently in the community by supporting them to achieve their agreed outcome-focussed reablement goals as set out in their support plan.

To improve discharge and transfer from hospital and help to reduce avoidable admissions/readmissions to hospital and residential care.

### MAIN DUTIES

1. Support service users with all aspects of their reablement programme to achieve agreed goals. This may include all activities of daily living such as:
  - Washing, dressing, toileting, eating and drinking,
  - Assist with medication as directed by an appropriate professional in line with the Company's medication policy
  - Mobility and exercise programmes including the use of assistive technology
2. Assist with the management, monitoring and maintenance of long term conditions by providing support such as:
  - Oxygen therapy/management
  - Catheter and stoma care
  - Assisting with prostheses
  - Peg-feeding
3. Monitor and review the progress of service users against their outcome based support plan and accurately record the person's progress and achievements.
4. Report any areas of concern or significant changes in the health, social or environmental circumstances of service users to the management team, including any need for additional support needed to help them to achieve their goals.
5. Provide input into the Interim and Final Review undertaken by the Assistant Reablement Manager and fully participate in service user related meetings as required.
6. Contribute to Risk Assessments in order to promote the safety and well being of the service users and staff in line with relevant guidelines and Company policies.
7. Complete and maintain all work records (including electronic or paper based processes, case notes, medication charts, progress charts, support plans, timesheets) in a timely and accurate manner.
8. Work closely with families/carers and other agencies to promote and support service users to regain and/or maintain independent living skills and daily living activities.
9. As appropriate, signpost families/carers and/or the service user to other agencies to ensure they have the opportunity to access their community and maximise long term independence..
10. Respect the service user's diversity, choice, privacy and dignity and maintain service user confidentiality at all times.
11. Attend meetings as directed such as supervision, team meetings, performance review, employee briefings, etc.

### SPECIAL CONDITIONS

The Reablement Service is operational 365 days a year, including weekends, public holidays, statutory days and concessionary days. Hours of work will be based on the needs of service and in accordance with the flexible working agreement.

Split shifts and lone working will apply.

Must be able to fulfil the travel requirements for this post

### **TRAINING AND DEVELOPMENT**

A commitment to personal development and skills acquisition is essential to ensure the team can deliver a modern person centred quality service.

All mandatory training must be completed.

### **GENERAL**

This job description is a representative document. Reablement Workers may be required to undertake other similar duties commensurate with the job grade.

All staff are responsible for compliance with applicable legislation and Company policies and procedures so far as they affect them, their colleagues and others who may be affected by their work.

The postholder is responsible for the safety and security of all equipment provided to them to execute the duties of the job role.

### **SAFEGUARDING**

All staff have a duty to report, through the Line Management process, any aspect of service user care which warrants investigation or urgent action and to take appropriate action in an emergency. This includes sharing any information about any New Directions' employee who they consider may pose a risk of harm to vulnerable adults in accordance with New Directions' Safeguarding and Whistle Blowing Policies.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Company. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

An enhanced DBS check is required.

### **EQUALITY & DIVERSITY**

Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

### **CONFIDENTIALITY**

To ensure that client information data is lawfully gathered, accurate and up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Company facing court proceedings.

**Date:** November 2014

**Prepared by:** Sue Bayes-Williams, Principal Operations Manager

<b>Jobholder Requirements - Reablement Worker</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualification/Training</b>			
Diploma Level 2 Diploma in Health & Social Care (or equivalent)		✓	AF/C
Or Health & Social Care Intermediate Apprenticeship – Level 2		✓	AF/C
Level 1 Award in Preparing to Work in Adult Social Care		✓	AF/C
<b>Experience &amp; Knowledge</b>			
Experience in a caring role <b>or</b> a passion for starting a career in care	✓		AF/I
Experience of working within a home environment(reablement/domiciliary)		✓	AF/I
Experience of implementing an outcome focused support plan to help people reach their goals		✓	AF/I
Awareness of health & safety and risk within the home environment		✓	AF/I
Awareness of CQC Essential Standards		✓	AF/I
Awareness of assistive technology and how it supports service users		✓	AF/I
Understanding of long term medical conditions, for example, diabetes		✓	AF/I
<b>Skills/Attributes</b>			
Able to follow a designated work programme	✓		AF/I
Able to communicate well with service users, their carers/relatives and other professionals	✓		I
Able to record information and have an acceptable level of literacy and numeracy appropriate for this role	✓		I
Able to motivate others to achieve their goals	✓		AF/I
Able to use multi- media including SMART mobile phone, laptop PC, tablet		✓	AF/I
<b>Aptitude</b>			
Confident, professional and caring approach	✓		I
Able to remain calm under pressure	✓		I
Reliable and punctual	✓		I
Able to work flexibility, independently or as part of a team and take decisions when appropriate	✓		AF/I
Positive and enthusiastic approach to work	✓		I

Tactful and diplomatic approach to others	✓		I
Willingness to learn new skills	✓		I
Receptive to change	✓		I
Commitment to continuous personal and professional development	✓		AF/I
<b>Specific Requirements</b>			
Enhanced DBS Disclosure Check	✓		C
Must be a car driver with use of own vehicle	✓		AF/C
Ability to work on rota to cover service delivery between 7.00 am and 11.00 pm all days of the year including split shifts	✓		AF/I
Lone Working	✓		AF/I

**Abbreviation Key:**

**Application Form (AF)**

**Interview (I)**

**Certificate (C)**