

JOB DESCRIPTION

Post: Care Worker

Location: Day Services, Respite & Residential

Accountable to: Activities Leader, Team Leader or equivalent

Grade: 3

WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other
 - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other
 - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service
 - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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JOB PURPOSE

To provide a programme of personal and social care according to a Care Plan, specific to each individual service user. Care duties will include personal care, dietary care and a range of community based daily living tasks and therapeutic activities.

The post holder will work in a variety of community based settings, including day service activities, supported accommodation and short breaks.

MAIN DUTIES

1. Work with service users, carrying out all aspects of their Care Plan to achieve agreed outcomes.

2. Attend to an Individual's personal support needs, including: personal hygiene, eating, drinking, personal care, social interaction, communication etc.
3. Support service users to participate in activities, as per the Care Plan.
4. Assisting with mobility, including transfers, the use of aids and adaptations in accordance with Moving & Handling Guidelines and reporting any defects in equipment appropriately.
5. To monitor self-administration of medication, or to be involved in assisting/prompting medication in accordance with the Care Plan as appropriate.
6. Work within Company Policies and Procedures and other relevant guidance, applicable to this role.
7. Complete effective, timely and appropriate records and information such as monitoring sheets, communication books etc., and ensure confidentiality is maintained.
8. Contribute to reviews of Service User's Care Plans, as required.
9. Undertake appropriate training as directed and participate in regular supervision sessions and team meetings.
10. 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.
11. Undertake any other duties, as directed from time to time to meet the operational requirements of the service.

SPECIAL CONDITIONS

There may also be a requirement to work evenings, weekends and bank holidays in accordance with a planned rota.

Sleep in duties may also apply for which an allowance is payable.

OTHER

There is an expectation placed on all employees to achieve the appropriate level of qualification required for the job role.

GENERAL

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate.

An Enhanced DBS Check is required.

Date: June 2020

PERSON SPECIFICATION

Jobholder Requirements Post: Care Worker	Essential (E) or Desirable (D)
Qualifications & Training	
Level 2 Diploma in Health & Social Care or equivalent	D
Experience	
Experience in a caring role	E
Experience of working with vulnerable people within a care environment	D
Skills/Knowledge/Aptitudes	
Awareness of health & safety and risk within a care environment	D
Awareness of individual assessment, planning and review processes	D
Awareness of the needs of vulnerable people and their carers	D
Able to follow a care plan	E
Able to communicate well with service users, their carers/relatives and other professionals	E
Able to record information and have an acceptable level of literacy and numeracy appropriate for this role	E
Confident, professional and caring approach to meet the individual support needs (physical, personal, emotional) of vulnerable people and their carers	E
Reliable and punctual	E
Able to work flexibly, independently or as part of a team and take decisions when appropriate	E
Positive and enthusiastic approach to work	E
Tactful and diplomatic approach to others	D
Receptive to change	D
Ability to demonstrate behaviours that are aligned to the Company's core values	E
Specific Requirements	
Enhanced DBS Check	E