

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Casual Support Worker Day Services |
| HBC Grade: | **HBC 2** |
| Service: | **Day Services** |
| Division: | **Adult Social Care** |

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| **Main Purpose of the Role** |
| To implement person centred plans by supporting people to access a range of opportunities and activities. |

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| **Key Duties**  |
| **1** | To provide appropriate physical, emotional or intellectual support to people using services that will enable them to fulfil their aspirations as determined through the individual planning process. |
| **2** | To provide appropriate support that ensures that the dignity and privacy of each individual is promoted at all times, and that maximises the potential of each individual to live as independently as they are able to. |
| **3** | To attend to the personal care needs of individuals, where appropriate. |
| **4**  | To attend to the health care needs of individuals, as appropriate and as agreed with line Managers. This may include administration of medication, carrying out of agreed health care procedures etc. |
| **5** | To support people using services to access a range of community opportunities, including those in leisure, educational and employment services, as directed by line managers. |
| **6** | To lead or support activities offered in a variety of venues, as determined through the individual planning process and as directed by line managers. |
| **7** | To positively contribute to the process of planning for individuals through discussion, attendance at meetings etc. |
| **8** | To contribute to ongoing assessment and monitoring of people using services by maintaining and updating records, as required in line with organisational policies and procedures. |
| **9** | To liaise and communicate with a range of stakeholders, as appropriate, to promote effective service delivery. |
| **10** | As directed by the DSOs/SDSOs fulfil tasks relevant to the business area to keep the business running to a high quality, safe and productive standard. |
| **11** | Follow a variable weekly working rota which includes weekend work and a requirement to work at any day service venue as and when required to meet service needs.  |
| **12** | To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| Willingness to attain NVQ Level 2 in social care or equivalent  | NVQ Level 2 in Social Care or equivalentBasic food hygiene in Catering or equivalentCity in guilds hair dressing qualification   | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** |  |  | Able to maintain written records, as required | Application / Interview /Assessment |
|  |  | Able to communicate effectively with people using services. | Application / Interview /Assessment |
|  |  | Able to promote independence through working practices. | Application / Interview /Assessment |
|  |  | An understanding of and commitment to anti-discriminatory practice. | Application / Interview /Assessment |
|  |  | Able to work on own initiative. | Application / Interview /Assessment |
|  |  | Ability to work flexibly, with a range of people using services, and to respond quickly to meet service delivery needs. | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Minimum 6 months experience working with vulnerable adults. |  |  | Application / Interview /Assessment |
| Understanding of person centred approaches.  |  |  | Application / Interview /Assessment |
| Understanding of relevant legislation, guidance, Government policy and initiatives and local priorities. |  |  | Application / Interview /Assessment |
| Catering Experience |  |  | Application / Interview /Assessment |
| Hairdressing experience |  |  | Application / Interview /Assessment |
| Animal husbandry experience |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Able to travel to meet needs of the service. |  | Interview / Assessment / Documentation  |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **July 2023** |
| **JE Ref:** |  |
| **Agreed by:** | **Donna Forster** |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.