

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Casual Care Assistant |
| HBC Grade: | **HBC2** |
| Service: | **Care Homes** |
| Division: | **Care Homes** |

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| **Main Purpose of the Role** |
| To look after the physical, emotional, cultural and social needs of the residents using a person-centred approach. Observe and promote the residents’ choice, dignity and privacy. To create and maintain good professional relationships with residents, their families and other stakeholders and to adhere to all regulatory and statutory obligations, policies, procedures and guidelines. |

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| **Key Duties**  |
| **1** | Provide personal care and support to residents with a wide-range of needs. Support residents in all aspects of their personal care, including personal hygiene, bathing, dressing and toileting. |
| **2** | Provide appropriate physical, emotional, cultural and intellectual support to residents to enable them to fulfil their aspirations as determined through the individual care planning process. |
| **3** | 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. |
| **4** | Positively contribute to the care and support assessment and care planning process for individuals through discussion, review processes and attendance at meetings. |
| **5** | Contribute to ongoing assessment and monitoring of people using services by maintaining and updating records, as required in line with organisational policies and procedures. |
| **6** | Support people using services to access a range of community opportunities, including those in leisure, educational and employment services, as directed by the manager. |
| **7** | Recognise the signs of abuse and immediately report any suspected abuse/concerns around health and wellbeing to the manager. |
| **8** | Liaise and communicate with a range of stakeholders, as appropriate, to promote effective service delivery. |
| **9** | Protect the confidentiality of all information relating to a resident in compliance with the Data Protection Act/General Data Protection Regulations. |
| **10** | Observe all Health and Safety rules and take reasonable care to promote health and safety of self and others. |
| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

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**  |
|  | NVQ 2 in Health and Social Care | All essential qualification certificates must be presented at interview. |

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| **Essential Criteria**  | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience working in a care setting and in addressing the personal care needs of service users in line with individual care plans | Application / Interview /Assessment |
| Ability to maintain records as required both verbal and written | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **KNOWLEDGE**  | Knowledge of person-centred care | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  **SKILLS & ABILITIES**  | Ability to effectively communicate with service users and colleagues, both verbally and in writing | Application / Interview /Assessment |
| Able to support/encourage service users to undertake physical care needs | Application / Interview /Assessment |
| Spoken English language skills | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **Desirable Criteria**  | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience of working with older people | Application / Interview /Assessment |
| Ability to work with minimum supervision | Application / Interview /Assessment |
| Ability to contribute to service-users assessments and reviews | Application / Interview /Assessment |
| Experience in working with people with dementia | Application / Interview /Assessment |
| **KNOWLEDGE**  | Knowledge of community and social care resources | Application / Interview /Assessment |
| Knowledge of the Health and Safety legislation | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
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|  **SKILLS & ABILITIES**  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Ability to work flexible hours when needed and available to cover annual leave and sickness within the home |  | Interview / Assessment / Documentation  |
| Work as a team member |  | Interview / Assessment / Documentation |
| You will be required to demonstrate that you have been vaccinated against COVID-19 or medically exempt from vaccination |  | 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.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

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.