

**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Job Title: |  Care and Support Worker |
| HBC Grade: | **HBC 3** |
| Service: | **Care Homes** |
| Division: | **Care Homes** |

|  |
| --- |
| **Main Purpose of the Role** |
| Implement person centred care and support plans. |

|  |
| --- |
| **Key Duties**  |
| **1** | Provide appropriate physical, emotional or intellectual support to people using services that will enable them to fulfil their aspirations as determined through the individual care and support planning process. This will include planned and unplanned care including responding to attendant call systems |
| **2** | 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** | Attend to the personal care needs of individuals as outlined in individual care plans. This includes assistance, support, encouragement and undertaking washing, dressing, grooming, continence care and associated manual handling procedures to enable such care to be delivered. |
| **4**  | Attend to the health care needs of individuals as outlined in an individual plan of care and within a competency framework. This will include supporting, prompting, assisting and administering medication; utilising equipment that enables the monitoring of a range of physiological metrics; undertaking simple wound dressings as part of a treatment plan. |
| **5** | 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** | Positively contribute to the care and support assessment and care planning process for individuals through discussion, review processes and attendance at meetings |
| **7** | Contribute to ongoing assessment and monitoring of people using services by maintaining and updating records, as required in line with organisational policies and procedures. |
| **8** | Liaise and communicate with a range of stakeholders, as appropriate, to promote effective service delivery. |
| **9** | 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| Attainment of NVQ2 or willingness to work towards NVQ2 | First Aid CertificateMoving and Handling CertificateFood Hygiene Certificate | All essential qualification certificates must be presented at interview. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of providing care and / or support to vulnerable adults. | An understanding of and commitment to anti-discriminatory practice. | 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 |
|  |  | 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 |
| **DESIRABLE** |  | Understanding of relevant legislation, guidance, Government policy and initiatives and local priorities. |  | Application / Interview /Assessment |
|  | Understanding of person centred approaches.  |  | Application / Interview /Assessment |
| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Able to travel to meet the needs of service users and the service | The role will involve regular travel across the borough. Therefore it is desirable that the post holder has a driving licence and access to a vehicle. Where necessary, reasonable adjustments will be made in accordance with the Equality Act*.* | Interview / Assessment / Documentation  |
| Able to work non-standard work pattern on a rota |  | 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.

**The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.**

For office use only:

|  |  |
| --- | --- |
| **Date Created:** |  |
| **JE Ref:** |  |
| **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.