JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Accommodation Services
Section:	Extra Care
Sub Section:	
Post Title:	Social Care Worker - Nights
Vision Post Number:	
Grade:	GR5
Responsible to:	Extra Care Manager
Posts Reporting to this Post:	None
Team:	Extra Care
DBS Required Level:	Enhanced
Location:	Pontypridd – Cwrt Yr Orsaf
Date of Description:	June 2021

KEY OBJECTIVES

To work as part of our Extra Care Service as a night-time Social Care worker, supporting individuals to enable them to live safely and as independently as possible in their home environment.

To provide practical support and encouragement to individuals undertaking a programme of support.

To adhere to the Councils policies and procedures, the Social Care Wales code of conduct for social care workers and registration requirements.

SPECIFIC RESPONSIBILITY

- To work directly with individuals during night-time hours, maximising potential and supporting people to regain skills, maintain independence and to achieve the goals set out in the service delivery plan.

- To work using a person- centred approach, recognising the uniqueness of individuals and establish this as a basis for the planning and delivery of care.

- To provide feedback to Managers and Risk Assessors on an individual's progress

- To provide personal care services and ensure that dignity, privacy and individual choice is promoted at all times.

- Respect the views and wishes, and promote the rights and interests, of individuals and carers.

- Strive to establish and maintain the trust and confidence of individuals and carers.

- Promote the well-being, voice and control of individuals and carers while supporting them to stay safe.

- Respect the rights of individuals while seeking to ensure that their behaviour does not harm themselves or other people.

- Where necessary, to support individuals to access facilities and interests in the community.

- To use mobile/digital technology as and when required

- Act with integrity and uphold public trust and confidence in the social care profession.

- Be accountable for the quality of your work and take responsibility for maintaining and developing knowledge and skills.

- To make sure people's well-being is at the centre of care and support.

- To liaise with appropriate staff to report individual's progress, concerns or changes in the person's wellbeing.

- To maintain appropriate and accurate records regarding the progress of individuals in receipt of care services.

- To adhere to and promote safe-working practices at all times, in accordance with Health and Safety policies and procedures.

- To adhere to Council's policies and procedures

- To attend and actively participate in training, and actively seek to develop skills.

- Responsible for making sure you work to the standards of the code of practice for social care worker.

- Responsible for registering and maintaining registration with Social Care Wales.

- Respond appropriately and report any concerns regarding abuse / inappropriate treatment of Vulnerable adults to their line manager.

- To maintain a clear, accurate and concise record of any visits to individuals in the event of an alarm call or routine visit.

- To deal with sensitive and emergency situations effectively and efficiently liaising with an individual's next of kin, care agency and/or emergency services.

- To maintain registration with Social Care Wales as a registered Domiciliary Care Worker.

- To work as part of the wider team ensuring continuous improvement responding to change in a positive manner.

- To Act with integrity and uphold public trust and confidence in the social care profession.

- To attend relevant training sessions, courses and team meetings as required to undertake the functions of the role.

To carry out Health and Safety Responsibilities in accordance with the Division's Health & Safety Responsibilities Document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**Protecting Children and Vulnerable Adults is a core responsibility of all staff.
All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).**

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The Knowledge/ Qualifications and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The Competencies section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The Special Conditions and Professional Requirements section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills. NVQ/QCF level 2 in Health and Social Care, or a commitment and willingness to complete the relevant Qualification Credit Framework (QCF) Diploma within two years. Knowledge/understanding of the needs of people with an illness and or disability. Awareness of the importance of maintaining people's rights, choice, dignity and privacy. Registered with Social Care Wales as a domiciliary care worker or a willingness to register within an agreed time frame.	Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website. An understanding of safeguarding procedures. The principles of rehabilitation. NVQ/QCF Level 3 – Health and Social Care. Experience of undertaking activities to promote independence. Knowledge and understanding of the code of conduct for social care workers.
EXPERIENCE	Experience in providing care and support to a person/people of all ages with an illness and or a disability.	Experience in following a plan of care and motivating individuals to regain skills and maintain independence where possible. Commitment to and experience of Health and Safety Policies within a care environment.
COMPETENCIES	Community and Social Care Competency Framework	
Working with Change	Is willing to try new ways of working and is flexible to them.	

Communicating Effectively	Produces clear, accurate and up-to-date reports and records.
Earning Service Users Trust	Respects Service Users individuality, feelings and beliefs, their rights to privacy and to make choices. Is person centred and empathic in responding to individuals' emotional and psychological wellbeing.
Achieving Results	Demonstrates professional competence and consistently delivers high-quality outcomes.
Complying with Health & Safety	Is aware of all relevant health & safety procedures. Always reports any risks or incidents to the correct people.
Encouraging Professional Development	Is open to alternative methods of development e.g. training, coaching, reading, mentoring, experiential learning. Keeps professional development (CPD) up to date.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	The ability to work in accordance with the Service Users needs including unsociable hours and weekends. Ability to work flexibly, as dictated by the needs of the service and as part of a team Ability to travel or have access to suitable transport to carry out the full requirements of the post Registration as a Domiciliary Care Worker with Social Care Wales within an agreed time frame. Enhanced DBS check