

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Section:</b>	Accommodation Services
<b>Sub Section:</b>	Community Living
<b>Post Title:</b>	Casual Social Care Worker
<b>Vision Post Number:</b>	8194
<b>Grade:</b>	Grade 5
<b>Responsible to:</b>	Peri Team Leader, Community Support Manager, Registered Manager
<b>Posts Reporting to this Post:</b>	None
<b>Team:</b>	Community Living Services
<b>DBS Required Level:</b>	Enhanced
<b>Location:</b>	Rhondda-Cynon-Taff
<b>Date of Description:</b>	12/04/2017

### **KEY OBJECTIVES**

- **To provide care and support on a flexible basis to service users with a learning or physical disability who may be residing within a Respite House, or living in a setting where the Community Care Division provides a service.**

### **SPECIFIC RESPONSIBILITY**

1. To meet the needs of service users in accordance with their plan of care.
2. To take responsibility for being aware of and adhering to the standards, policies and procedures of RCT in relation to the provision of care and/or support in the relevant setting.

3. Encourage and support service users to participate in all decisions relating to every aspect of their lives.
4. Focus on maintaining and increasing service users skills for independence in their daily life skills using agreed formats and plans.
5. Providing emotional support to service users through effective communication by; providing for the personal care needs of service users with sensitivity, to include dressing, washing, bathing, grooming, feeding, toileting and care of clothing and personal property.
6. Assist service users to maintain a high standard of personal / domestic hygiene and to be aware of and advised on personal health.
7. Participate with service users in managing their budgets (including but not limited to; paying bills, shopping, menu-planning and preparing meals).
8. Ensuring service users are given/prompted and encouraged to take prescribed medication in accordance with Divisional medication guidelines and the individual care plan (where applicable).
9. Attend provider-planning meetings as required.
10. Monitor progress on the implementation of individual plans, recording such monitoring as required.
11. Liaise with other relevant professionals to implement specifics of provider plans.
12. Refer information to the Manager to ensure that repairs are rectified promptly and the properties are well maintained. Staff are expected to make contingency arrangements in the event of emergencies of urgent repairs
13. Help service users to budget effectively, recording all financial transactions accurately.
14. Record all financial transactions relevant to Petty Cash
15. Transport Service Users in departmental specially adapted vehicles between 8 - 16 seats and/or service users mobility vehicles.
16. Report and record serious incidents and accidents to the Community Support Manager/Registered Manager/Peri Team Leader using the agreed format.
17. Be aware of, and comply with the Council's Complaints Procedure.
18. Carry out and record any safety tests as specified reporting faults.

19. Take any necessary action to maintain adequate cover at all times following the agreed procedure for the replacement or increase of staff.
20. To participate in and contribute to continuous personal development through training, supervision and appraisal as identified by line management.
21. Comply and operate procedures and methods developed through participation on training courses.
22. To carry out health and safety responsibilities in accordance with the Division's Health and Safety Responsibilities document.
23. All posts require you to work a range of shifts, including but not limited to; evenings, weekends, bank holidays (including Christmas and New Year), and sleep in duties/nights shifts as necessary, for which additional payments are made for working unsocial hours.
24. All staff working for the council are expected to respond appropriately to any concerns they may have regarding the abuse/inappropriate treatment of vulnerable adults. This will usually mean alerting their line manager. The protection of vulnerable adults is a core responsibility at all times.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director.

**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.**

***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).***

## **PERSON SPECIFICATION**

**This Person Specification sets out the knowledge and/ or qualifications 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
<b>KNOWLEDGE / EDUCATION</b>	<p>Possess or willing to work towards minimum QCF Level 2 in care.</p> <p>Understanding of the issues facing people with learning difficulties, including equal opportunities, race equality and anti racism.</p> <p>Understanding of confidentiality and privacy.</p> <p>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 <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>Understanding of the needs of people whose behaviour challenges services.</p> <p>Understanding of the needs of people who have limited communication.</p> <p>Understanding of equal opportunities and anti-discriminatory practice.</p> <p>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.</p>
<b>EXPERIENCE</b>	<p>There are no essential experience requirements, as it is anticipated that candidates will bring to the job variety of employment and life skills and experience that will be of relevance.</p> <p>It is essential that you possess a full driving licence as your role will include transporting service users in their mobility vehicles or a vehicle owned by the Council.</p>	<p>Experience of working with people who have learning difficulties.</p> <p>Experience of working in a care / support setting.</p>
<b>COMPETENCIES</b>		
Working with Partners	Contributes to a positive team spirit.	
<b>Working with Team Members</b>	<p>Contributes to a strong team spirit of shared responsibility and co-operation.</p> <p><b>Recognises that all members of the team have different skills and experiences that can be drawn on.</b></p>	

<b>Communicating Effectively</b>	<b>Communicates clearly and concisely.</b>
<b>Looking After the Service Users' Best Interests</b>	<b>Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward.</b>
<b>Earning Service Users' Trust</b>	<b>Respects Service Users' individuality, feelings and beliefs, their rights to privacy and to make choices.</b>
Working with Change	Is willing to try new ways of working and is flexible to them.
Achieving Results	Takes responsibility.
Encouraging Professional Development	Continually actively reviews their own development, identifying opportunities to progress.  Recognises that there is always room for self-improvement.
Complying with Health and Safety (H&S)	Always reports any risks or incidents to the correct people.
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	Ability to work short notice shifts (including mornings, evenings, nights, sleep-ins, weekends and public holidays)  Ability to travel to workplace settings around the Rhondda Cynon Taf area in line with service requirements  Ability to drive and hold a current valid driving licence