

## **JOB DESCRIPTION & PERSON SPECIFICATION**

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|--------------------------------------|--------------------------------------|
| <b>Group:</b>                        | COMMUNITY AND CHILDREN'S SERVICES    |
| <b>Division:</b>                     | Accommodation Services               |
| <b>Section:</b>                      | Residential Adults                   |
| <b>Sub Section:</b>                  | Residential Homes / Resource Centres |
| <b>Post Title:</b>                   | Casual Care/Domestic Assistant       |
| <b>Vision Post Number:</b>           | various                              |
| <b>Grade:</b>                        | GR4                                  |
| <b>Responsible to:</b>               | Registered Manager                   |
| <b>Posts Reporting to this Post:</b> | n/a                                  |
| <b>Team:</b>                         | Residential Homes / Resource Centres |
| <b>DBS Required Level:</b>           | Enhanced                             |
| <b>Location:</b>                     | Residential Homes / Resource Centres |
| <b>Date of Description:</b>          | June 2011                            |

### **KEY OBJECTIVES**

**To provide care and support to residents/clients at the Home/Resource Centre, in line with the standards, policies and procedures of RCT**

### **SPECIFIC RESPONSIBILITY**

1. To meet the needs of residents/clients 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 provision of care in the Council's Homes/Resource Centres

3. To be aware of the danger of fire and to check the building at half hour intervals for the same
4. To be aware of the fire drill procedure including zone evacuation
5. To actively pursue a personal development plan
6. To participate in the preparation and maintenance of individual provider/service plans for residents/clients and to include the following:- encouraging the involvement of the resident, client and carer in the process to participate in the care management review of the placement when requested and when appropriate
7. Providing emotional support to residents/clients through effective communication by: - providing for the personal care needs of residents/clients with sensitivity, to include dressing, washing, bathing, grooming, feeding, toileting and care of clothing and personal property and accompanying residents to hospital in emergencies as required
8. Ensuring residents are given and encouraged to take prescribed medication in accordance with Divisional medication guidelines and the individual provider service plan
9. Basic preparation and serving of food in accordance with food hygiene regulations
10. Maintaining cleanliness of work location as per the cleaning routine. This will include any area that cannot be cleaned by day and to include rota washing of carpets and operation of the laundry equipment
11. Completion of appropriate paperwork where necessary to include delegated responsibilities e.g. Special Responsibility duties for those staff who are appropriately trained, in the absence of a Senior Care Officer/Resource Centre Manager
12. To participate in and contribute to continuous personal development through training, supervision and appraisal as identified by line management
13. To adhere to the Health and Safety Legislation and the policies and procedures of the Council
14. 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 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.

**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, 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>Commitment to undertake QCF/NVQ2 in: Housekeeping / Catering or Care relevant to duties within 2 years.</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>QCF/NVQ Level 2 in Care / Housekeeping / Catering</p> <p>Welsh Language Level 2-level 5. For detail 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>                | Working or spending time with an older person or person with a disability                                                                                                                                                                                                                                                                                                                    | Previous work in care                                                                                                                                                                                                                                       |
| <b>COMPETENCIES</b>              |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                             |
| <b>Communicating Effectively</b> | <p><b>Genuinely listens to other's views, openly considering what they are saying.</b></p> <p>Produces clear, accurate and up to date reports and records.</p>                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                             |

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|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Earning Service Users' Trust                            | <p>Respects service users' individuality, feelings and beliefs, their rights to privacy and to make choices.</p> <p>Is person centred and empathetic in responding to individuals' emotional and psychological wellbeing.</p>                 |
| Working with Change                                     | <p>Is willing to try new ways of working and is flexible to them.</p> <p>Has creative and different ideas about how to move things forward in service areas.</p>                                                                              |
| <b>Achieving Results</b>                                | <p>Is positive and creative about what can be achieved with existing resources / budgets.</p> <p>Takes responsibility.</p> <p><b>Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information.</b></p> |
| <b>Encouraging Professional Development</b>             | <p>Is open to alternative methods of development, eg training, coaching, reading, mentoring, experiential learning.</p> <p><b>Participates in regular reviews and supervisions to identify goals and areas for development.</b></p>           |
| <b>Complying with Health and Safety</b>                 | <p>Is aware of all relevant Health &amp; Safety procedures.</p> <p><b>Always reports any risks or incidents to the correct people.</b></p>                                                                                                    |
|                                                         |                                                                                                                                                                                                                                               |
| <b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b> | <p>There is a requirement to work morning, afternoon and night shifts during the week, weekend and Bank Holidays.</p>                                                                                                                         |