

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Division:</b>	ADULT SHORT TERM INTERVENTION
<b>Section:</b>	SUPPORT AT HOME
<b>Sub Section:</b>	INTERMEDIATE CARE SERVICE DELIVERY
<b>Post Title:</b>	CASUAL INTERMEDIATE CARE WORKER
<b>Vision Post Number:</b>	5844
<b>Grade:</b>	5
<b>Responsible to:</b>	SERVICE DELIVERY MANAGER
<b>Posts Reporting to this Post:</b>	N/A
<b>Team:</b>	INTERMEDIATE CARE SERVICE DELIEVRY
<b>DBS Required Level:</b>	ENHANCED
<b>Location:</b>	TY ELAI, WILLIAMSTOWN, RHONDDA
<b>Date of Description:</b>	JULY 2018

### **KEY OBJECTIVES**

**To provide practical support and encouragement to individuals (over the age of 18) undertaking a short – term programme of rehabilitation.**

### **SPECIFIC RESPONSIBILITY**

To work directly with people over the age of 18, irrespective of their illness or disability enabling them to achieve the goals set in the Provider Service Plans (e.g. daily living tasks).

To provide a rehabilitation programme as agreed by the assessors in order for service users to regain either a greater measure of independence or total independence.

To motivate and provide opportunities, support and expertise to allow individuals to reach their maximum potential to regain or maintain skills and abilities.

To encourage and support people in making decisions about their daily living and promote as independent a lifestyle as possible for each individual.

To encourage and support individuals in community participation (education/training, work/employment and social/leisure) where appropriate.

To liaise closely with all appropriate Specialist Staff/Line Managers to report individuals progress.

To maintain appropriate records and provide regular feedback regarding the progress of individuals during a rehabilitation programme including contribution towards the formal review of the service plan.

Where necessary to participate in team meetings, case conferences etc.

To inform the line manager of any changes/incidents/accidents and complaints with reference to individuals.

To adhere to all financial and administrative procedures in line with Divisional guidelines.

To be available to work in a flexible hours, as dictated by the needs of the service.

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

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

To be aware of and comply with the Divisional Complaints procedure.

Participate in the supervision process with Therapists / Line Manager.

To carry out any other duties as required by the Line Manager commensurate with the grade or as a mutually agreed development opportunity.

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.

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE / EDUCATION</b>	<p>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.</p> <p>Knowledge/understanding of the needs of people with an illness and or disability.</p> <p>Knowledge and understanding of the principles of rehabilitation.</p> <p>Awareness of the importance of maintaining people's rights, choice, dignity and privacy.</p> <p>Registered with Social Care Wales as a social care worker or a willingness to register by 2020.</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>An understanding of safeguarding procedures.</p> <p>The principles of rehabilitation.</p> <p>NVQ/QCF Level 3 – Health and Social Care.</p> <p>Experience of working in the community.</p> <p>Experience of undertaking activities to promote independence.</p> <p>Knowledge and understanding of the code of conduct for social care workers.</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>Experience in providing care and support to a person/people of all ages with an illness and or a disability.</p>	<p>Experience in following a plan of care and motivating individuals to regain skills and maintain independence where possible.</p> <p>Commitment to and experience of Health and Safety Policies within a care environment.</p>
<b>COMPETENCIES</b>	<b>Community and Social Care Competency Framework</b>	
Working with Change	Is willing to try new ways of working and is flexible to them.	

<b>Communicating Effectively</b>	<b>Produces clear, accurate and up-to-date reports and records.</b>
<b>Earning Service Users Trust</b>	<p><b>Respects Service Users' individuality, feelings and beliefs, their rights to privacy and to make choices.</b></p> <p>Is person centred and empathic in responding to individuals' emotional and psychological wellbeing.</p>
<b>Achieving Results</b>	<b>Demonstrates professional competence and consistently delivers high-quality outcomes.</b>
Complying with Health and Safety (H & S)	<p>Is aware of all relevant H&amp;S procedures.</p> <p>Always reports any risks or incidents to the correct people.</p>
Encouraging Professional Development	Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experiential learning.
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>The ability to work in accordance with the Service Users needs including unsociable hours and weekends.</p> <p>Ability to work flexibly, as dictated by the needs of the service and as part of a team.</p> <p>Ability to travel or have access to suitable transport to carry out the full requirements of the post.</p> <p>Registration as Social Care Worker with Social Care Wales by 2020.</p> <p>Enhanced DBS check.</p>