

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Accommodation Services
Section:	Day Care
Sub Section:	
Post Title:	Casual Day Services Assistant
Vision Post Number:	12264
Grade:	GR5
Responsible to:	Day Services Manager
Posts Reporting to this Post:	N/A
Team:	
DBS Required Level:	Enhanced
Location:	
Date of Description:	April 2016

KEY OBJECTIVES

To provide care and support to the people accessing day services.

To meet the assessed needs of service users identified within their individual service plan or enablement programme and to ensure the service provided is of the highest quality.

To promote partnership working within the community which enables individuals to achieve their goals and reach their true potential.

SPECIFIC RESPONSIBILITY

With support from the Manager be able to:

- Devise; implement and monitor service plans for individuals in accordance with person centered planning.
- Liaise with assessor and provider staff within the Division to ensure that service plans and risk assessments are accurate and shared with the appropriate staff.
- Actively promote the independence and integration of individuals in social, recreational and employment activities, and to participate in outreach / community activities.
- Develop knowledge and establish links with a range of local services which will enable individuals achieve the goals identified in their service plan.
- Provide personal care (washing, dressing, bathing, feeding & toileting), where needed, ensuring that the service users' dignity and self esteem is maintained at all times.

To act as the named worker for a designated number of service users and be a point of contact for families, carers and others.

Report and record incidents / accidents to the Manager / Day Services Development Manager with reference to individual service users as required by Corporate & Divisional health & safety policies and procedures.

Comply with contingency arrangements in the event of an emergency situation.

Prepare and serve refreshments / lunch when required.

Act as escort to service users on the Day Services vehicles.

Work closely with other professional colleagues and maintain contact with family / friends to review service users' individual provider plans.

Support the rehabilitation needs of individual service users through carrying out specific and purposeful activities.

Record financial transactions as appropriate.

Participate in team meetings, case conferences and supervision sessions.

Work as a team member and contribute positively to the work of the team ie ensure good communication and the sharing of information between team members.

Adhere to and promote safe working practices at all times in accordance with health and safety policies and procedures

Be aware of and comply with the Divisional Complaints Procedure

Contribute to the identification of your own training needs and undertake the appropriate training as identified by the manager.

Comply and operate procedures and methods developed through participation on training courses.

Take action as directed by the manager to maintain adequate cover at all times, following the agreed procedure for the replacement or increase of staff.

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
KNOWLEDGE / EDUCATION	<p>Commitment to undertake QCF level 2 in Health & Social Care</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 www.rctcbc.gov.uk/WelshSkills</p> <p>Understanding of the issues facing elderly people and people with disabilities, including equal opportunities, race equality and anti racism</p>	<p>QCF level 2 in Health & Social Care</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>
EXPERIENCE	<p>There are no essential experience requirements, as it is anticipated that candidates will bring to the job a variety of employment and life skills and experience that will be of relevance.</p>	<p>Experience of working with older people and / or people with a disability.</p>
COMPETENCIES		

Working with team members	Contributes to a strong team spirit of shared responsibility and co-operation
Looking after the service users' best interests	Understands, adheres to, promotes and explains the Code of Practice (CCfW) to service users and carers
Earning service users' trust	Respects service users individuality, feelings and beliefs, their rights to privacy and to make choices
Encouraging professional development	Participates in regular reviews and supervisions to identify goals and areas for development
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	