

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Section:</b>	Accommodation Services
<b>Sub Section:</b>	Respite
<b>Post Title:</b>	Social Care Worker
<b>Vision Post Number:</b>	3328, 3332, 3334 & 3337
<b>Grade:</b>	Grade 5
<b>Responsible to:</b>	Registered Manager
<b>Posts Reporting to this Post:</b>	None
<b>Team:</b>	Respite
<b>DBS Required Level:</b>	Enhanced
<b>Location:</b>	Beech Cottage, Belle Vue, Clwyd Wen, Oak Street & Ystrad Fechan Bungalow
<b>Date of Description:</b>	01.07.20109

### **KEY OBJECTIVES**

- **To provide care and support on a flexible basis to people with a learning difficulty / disability who are staying in a Respite House.**

### **SPECIFIC RESPONSIBILITY**

1. Encourage and support people to participate in all decisions relating to every aspect of their lives.
2. Focusing on maintaining and increasing people's skills for independence in their daily life skills using agreed formats and plans.

3. Provide personal care, where needed, ensuring that the person's dignity and self-esteem are maintained at all times.
4. Help people to choose and take care of their clothing, encouraging appropriate dress for all situations and weather conditions.
5. Participate with people in managing their household budget, paying bills, shopping, menu-planning and preparing meals.
6. Support people to become good neighbours by encouraging and supporting friendships with other local people.
7. Help people to plan and arrange their holidays, accompanying them if needed with due regard to staff's personal circumstances.
8. Assist people to maintain a high standard of personal / domestic hygiene and to be aware of and advised on personal health.
9. Assist people to register with a Doctor and Dentist of their choice, supporting them during visits if they need or wish it.
10. Collect prescriptions if necessary, give people their medication, recording its administration as required and reporting any observed changes in the person's behaviour in line with agreed departmental guidelines and procedures.
11. Attend provider-planning meetings as required.
12. Monitor progress on the implementation of individual plans, recording such monitoring as required.
13. Liaise with other relevant professionals to implement specifics of provider plans.
14. 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.
15. Help people to budget effectively, recording all financial transactions accurately.
16. Record all financial transactions relevant to Petty Cash.
17. Transport Service Users in their mobility vehicles or a vehicle owned by the Council.



18. Report and record serious incidents and accidents to the Registered Manager using the agreed format.
19. Be aware of, and comply with the Council's Complaints Procedure.
20. Carry out and record any safety tests as specified reporting faults.
21. Take any necessary action to maintain adequate cover at all times following the agreed procedure for the replacement or increase of staff.
22. Assist in the provision of respite care by making provisional bookings to be confirmed by the Registered Manager, or emergency bookings in line with the procedural guidelines.
23. Contribute to the development of any training agreed.
24. Contribute to the identification of your own individual training needs.
25. Attend supervision sessions and staff development and training programmes as agreed with your Manager / Supervisor.
26. Comply and operate procedures and methods developed through participation on training courses.
27. To carry out health and safety responsibilities in accordance with the Division's Health and Safety Responsibilities document.
28. All posts require you to work a range of shifts, including evenings, weekends, bank holidays, and sleep in duties/nights shifts as necessary, for which additional payments are made for working unsocial hours.
29. To work in accordance with the Code of Professional Practice for Social Care.

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 NVQ 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>		
<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>	<p><b>Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward.</b></p> <p>Plans for and resolves difficulties.</p>
<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>Establishes two way communication and respects the rights and beliefs of the individual e.g. raport.</p>
Working with Change	Is willing to try new ways of working and is flexible to them.
Achieving Results	Takes responsibility.
Encouraging Professional Development	<p>Continually actively reviews their own development, identifying opportunities to progress.</p> <p>Recognises that there is always room for self-improvement.</p>
Complying with Health and Safety (H&S)	Always reports any risks or incidents to the correct people.
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Ability to work shifts (including mornings, evenings, nights, sleep-ins, weekends and public holidays).</p> <p>Ability to travel to workplace settings around the Rhondda Cynon Taf area in line with service requirements.</p> <p>Ability to drive and hold a current valid driving licence.</p>