



JOB DESCRIPTION

JOB TITLE:	Care Assistant
DIRECTORATE:	Adult Services
SECTION/DIVISION:	Adult Learning Disability Services
GRADE:	BBU4
DATE PREPARED:	6.2.12
REPORTS TO:	Team Leader/Residential Worker

JOB PURPOSE:

Under the general direction of Residential Workers/ Team Leaders/ Registered Unit Manager, to support adults with learning disabilities to access the short breaks/ respite care service, providing direct care and support in accordance with the practices and procedures of the authority to meet individually assessed needs. Duties will include complete care in an environment aimed at creating a supportive atmosphere where service users can achieve maximum independence with daily living and achieve access within the local community.

To ensure that service users are safeguarded and have all their social and health care needs met according to their support care plan, health action plan and risk assessment, and to ensure individuals have access a range of activities.

MAIN DUTIES AND RESPONSIBILITIES

1. To assist with the physical and emotional support of Service Users, maximizing skills and independence, promoting a person centred approach ensuring dignity and respect, at all times.
2. Assist Service users to prepare meals and drinks and support and guide cleaning of bedroom area to promote independence.
3. As advised by the Residential Worker / Team Leader, to undertake support for the Service Users. To be supported in understanding risk assessments and to contribute to the review of risk assessments as needed.
4. When requested and under the direction of the Residential Worker/ Team Leader to attend service user reviews, assist with the writing of key / co worker reports where requested, and to follow individual care and support plans in partnership with Service Users. To ensure Person Centred Planning awareness.
5. To effectively communicate information relevant to individual's needs to other staff and professionals as required.
6. To be a key worker/ co worker as directed and under guidance from Residential Workers/ Team Leader
7. To ensure Service Users files are maintained, reviewed and stored appropriately and to assure confidentiality of sensitive information.
8. To work with new prospective Service Users as advised by Residential Worker/ Team Leader and to participate in new referrals and assessments, as may be required.

9. To encourage service users to make choices in their lives and to achieve their aspirations
10. To provide and assist with personal care needs as specified in the care and support plans.
11. To contribute to the planning of the respite/ short breaks bookings as guided by Residential Workers/ Team Leader
12. To undertake training to carry out the duties of the post such as Moving & Handling training as required, and other delegated activities.
13. To follow Team Approach training to Service Users and promote safe practices
14. To assist with the development of risk assessments and follow these and health and safety procedures under the direction of Residential Workers/ Team Manager.
15. To report any concerns on Health & Safety issues / infection control.
16. To undertake domestic and cleaning duties as required.
17. To complete daily records, including Incident and Accident Recording and to adhere to confidentiality and handle information appropriately.
18. To raise awareness to Residential Workers / Team Leaders of any presenting concerns as necessary
19. To handle small amounts of cash according to the authority's financial procedures.
20. Ensure regular communication to other significant individuals involved in the person's life, including agencies, families and carers.
21. Under the direction of Residential Workers or Team Leaders, to work alongside the Service User to dispense and administer medication – following training and supervision by Team Leader / Unit Manager.
22. To ensure that service users are safeguarded at all times and to follow the Safeguarding Procedures where any suspected signs of abuse exist under the direction of the Residential Worker/ Team Leader.
23. To participate in regular supervision and annual appraisal (PDR).
24. To work a flexible rota covering the 24 hour needs of the respite service undertaking shift working, weekend working and waking night duties as required.
25. To ensure that service users have access to activities in the local community and within the service.
26. To be aware of and contribute to the smooth running of the service and to support the service to maintain compliance with the Care Quality Commission's Essential Standards of Quality and Safety.
27. To be responsible for own training plan/ identify training needs appropriate to role.
28. To encourage individuals to lead as independent lifestyle as possible supporting people to gain new skills in independence and living skills.
29. Under the direction of Residential Workers/ Team Leader, where possible, to support service users to access public transport as independently as possible.

ORGANISATION CHART:

Unit Manager
Team Leader
Residential Worker
Care Assistant (Post Holder)



SELECTION CRITERIA

The Selection Criteria for the post should include qualifications, relevant experience, skills/abilities and styles/behaviors essential to perform the post

Criterion	
A	Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.
B	Good written English to undertake correspondence, recording and completing forms, careplans etc.
C	Must demonstrate a clear commitment to working with people who have a learning disability- with varying needs including complex needs, behaviors that challenge others and profound and multiple levels of disability.
D	Must display empathy, be patient and understanding towards service users and their carers and have realistic expectations.
E	Must have the ability to follow Moving and Handling risk assessments and use of moving and handling equipment when required.
F	Must have experience working with people with learning/multiple disability in a similar environment, or have a genuine interest in working with the group.
G	Some knowledge of IT would be desirable.
H	Be available to work a flexible rota over a 24hr/7days period including regular waking nights and weekends.
I	Must be able to encourage and support service users to access a range of In House and community based activities in the local area.
J	Some knowledge of promoting and supporting independence in order to support ordinary living principles to enable people to be part of the local community.
K	Must be able to work on own initiative and in a team environment and be confident to work alongside Service Users to dispense and administer medication – following training and supervision by Team Leader / Unit Manager.

DBS Required (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management)
Work Related Travel (please indicate as appropriate)	<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Ability to travel around the county <input type="checkbox"/> Designated User
Health & Safety Risk Assessment (please indicate which are applicable)	<input checked="" type="checkbox"/> Manual Handling activities <input type="checkbox"/> Regular exposure to mental pressures and demands <input type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input checked="" type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> Risk of verbal abuse <input checked="" type="checkbox"/> Risk of physical assault <input checked="" type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles