TAMESIDE METROPOLITAN BOROUGH COUNCIL

**Job Description**

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| **Department** | **Adults** | **Date: February 2019** |
| **Division/Section** | **Adult Services** | **Post No:** |
| **Job Description** | **Home and Community Support Worker** |

**Post Objectives**

* You will provide community care support to people who are living in their own homes across the whole area of Tameside.
* You will provide a flexible service in line with assessed needs and care plans, keeping the person at the centre of everything you do.
* You will recognise the bigger picture and deliver care and support that takes into account the needs of any unpaid carers.
* You will help to regain skills, teach new ones and provide help to support people on their journey to independence, maintaining dignity all the way.

**Main Duties and Responsibilities:**

1. You will work closely with service users’ in ways which promote independence, maintaining dignity at all times. You will maximise existing skills and help acquire new ones. You will be aware of and be able to respond to service users’ and their carers’ emotional needs and to support people in distress.
2. You will be aware of and work within the Council’s Equal Opportunities Policy. You will recognise the needs and aspirations of the people you are supporting and any carers they may have.
3. You will carry out practical tasks that have been determined in the support plan. This may include support to prepare meals in line with dietary needs, supporting with access to shopping or signposting to agencies that complete shopping, cleaning, laundry etc.
4. You will support with personal tasks such as washing, bathing, dressing/undressing, toilet needs and continence issues. You would also support with mobility and movement issues which may require the use of equipment such as hoists, return stands etc. You will help and encourage the people you support with their personal appearance.
5. You will promote independence around medication, introducing technology or aids where you can to support medication use, offering assistance where required. You may also facilitate simple physiotherapy to maximise potential.
6. You may be required to support your service users at medical appointments from time to time.
7. You may need to work in settings other than your service users own home. We do occasionally support in day care activities, communal activities, sheltered housing schemes etc. when it is part of your service users journey.
8. You will monitor and observe any progress, documenting and feeding back progress or concerns to the relevant manager. You may be asked to participate in reviews, case conferences or other such meetings as and when required.
9. You will participate in team work within regular patch meetings and contribute in the coordination of day to day work. You will also partake in supervision and self-development, undertaking regular training, e-learning and any other development work.
10. You will actively support the implementation of new information technology and familiarise yourself with the systems required to run the service.
11. You will be open to any other duties that may fall within the purview of the post and are commensurate with the level of responsibility.

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**SOCIAL SERVICES DEPARTMENT**

**PERSON SPECIFICATION**

# DIVISION: Adult Services

**DESIGNATION: Home & Community Support Worker**

**PERSONAL REQUIRMENTS OF A SUCCESSFUL POSTHOLDER CATEGORY**

1. **Key Skills**

Ability to communicate with service users/carers and other workers. **E**

Ability to offer personal and practical assistance in a sensitive way. **E**

Ability to work as part of a team **E**

Ability to work without direct supervision in user’s homes. **E**

Ability to work to specific care plan **E**

1. **Key Knowledge**

Awareness of social care needs. **E**

Awareness of carer’s needs **E**

Awareness of right’s of individuals **E**

Awareness of community care principles and developments **D**

Awareness of relevant policies – eg Equal Opportunities/Health

and safety **D**

1. **Experience**

Direct work (paid or unpaid) involving people who have social care needs **D**

Experience of working as part of a team **D**

1. **Training**

Ability to participate in training events and apply learning to practise. **E**

Awareness of training needs **E**

Relevant formal/informal social care needs **D**

## For Information

**Category (E) – ESSENTIAL RECURITMENT** without which the candidate would be unable to carry out the duties of the post.

**Category (D) – DESIRABLE FEATURES** which would normally enable the

Successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, Training, experience, etc.