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| **Department** | **PEOPLE** |
| **Job Title** | **care assistant** |
| **Grade** | **GRADE 3 PLUS 7%** |
| **Primary Purpose of Job** | To assist the Service Manager to do everything possible to ensure the Department fulfils its primary purpose both effectively and efficiently.Working within the Code of Conduct for Adult Care Workers by promoting best practise, working to standard, providing high quality, compassionate care and support.  |
| **Reporting To** | Service Manager and Care Supervisors. |
| **Staffing** **Responsibilities** | N/ATo support service users throughout the day according to their individual programmes of care. |

**Main Duties**

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| **1** | To contribute to the protection of individuals from abuse or neglect. |
| **2** | Effectively communicate for and about individuals and support individuals with specific communication needs. |
| **3** | To receive, analyse, process, use and store information in accordance with direction from supervisor. |
| **4** | To provide food and drink for individuals and help them to eat and drink when required. |
| **5** | To provide practical and personal support to service users on a daily basis as allocated by Care Supervisor. |
| **6** | To contribute to the moving and handling of individuals to maximise their physical comfort. |
| **7** | To support individuals in their personal care needs. |
| **8** | To monitor and maintain a safe and clean environment. |
| **9** | To contribute to the effectiveness of work/teams. |
| **10** | Respond to emergency situations appropriately to support Multi-disciplinary teams in delivering individualised programmes of care to service users.  |
| **11** | To contribute to the provision and review of care programmes. |
| **12** | To support and respond accordingly to individuals who are distressed. |

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| **Date Job Description prepared/updated:** | February 2017 |
| **Job Description prepared by:** | Mandy Woods |



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| **Department** | **peoples service**  |
| **Job Title** | **care assistant** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | To have the ability to provide personal care for individuals based on a person centred care approach and support them in their daily living to enable them to maintain their personal hygiene and appearance including monitoring and maintaining the cleanliness of rooms and work areas..  | Application Form/Interview |
| 2. | To be able to receive, analyse, retrieve information, both verbally and in writing . | Application Form/Interview |
| 3.  | To be able to communicate effectively with individuals where there is communication differences. | Interview |
| 4. | To be able to assist individuals to prepare for and consume food and drink. | Interview |
| 5. | To contribute to the moving and handling of individuals to maximise their physical comfort, in line with the Council’s moving and handling policy.  | Interview |
| 6. | To be able to contribute to the monitoring and review of services and support for individuals as directed by Care Supervisor. | Application Form |
| 7. | Knowledge of issues relating to personal care needs, including identifying risks to service users. | Application Form/Interview |
| 8. | To have the ability to work effectively as a team member and be able to develop oneself in own area of work. | Interview |
| 9. | To be able to support multi-disciplinary teams in the development, provision and review of individual programmes of care for individuals. | Interview |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Evidence of relevant Care training undertaken,  | Application Form/Interview |
| 2. | Experience in caring in any setting, home or work. | Application Form/Interview |
| **3. Work Related Circumstances** |
| 1. | A policy of no smoking will apply. | Interview |
| 2. | Willingness and ability to work unsociable hours; shift work; weekends; and Bank Holidays. | Interview |
| 3. | To maintain a wakeful watch at all times. | Interview |
| 4. | A requirement to attend a 6 Day Social Care Induction Course prior to starting work. | Interview |
| 5. | A requirement to attend appropriate training courses as identified and organised by the Department. | Interview |
| 6.  | An ability to move and handle individuals, as required, following appropriate training. | Application Form/Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Previous experience working in a care setting | Application |
| **2. Experience/Qualifications/Training etc** |
| 1. | Evidence of relevant care qualification undertaken, e.g. NVQ in Care. | Application/Interview |

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| **Date Person Specification prepared/updated:** | 31.01.2017 |
| **Person Specification prepared by:**  | Mandy Woods |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.