

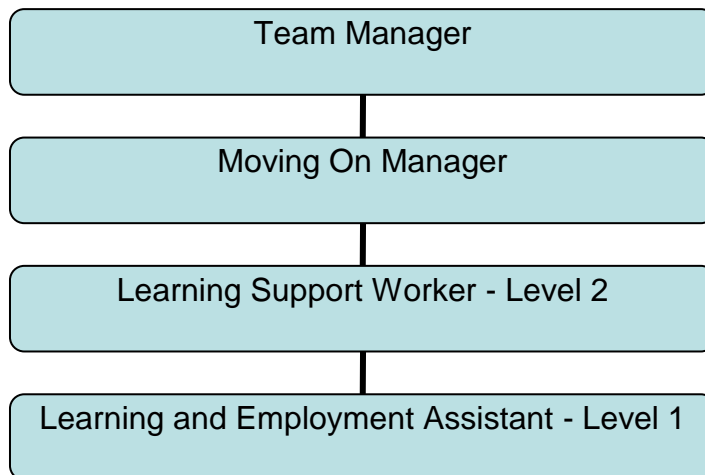
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	ADULT CARE SERVICES
SECTION:	Moving On Service
LOCATION:	Moving On Service, Hardfield Road, Middleton Plus other within the Rochdale Area
Job Title:	Learning and Employment Support Assistant – Level 1
Grade:	3
Accountable to:	Moving On Manager.
Accountable for:	None
Hours of Duty:	Hours as contracted in accordance with the Service's Work Life Balance Scheme. Occasional evening and weekend work may be required for which compensation is made in accordance with Local Conditions of Service. There may be a requirement for employees to work any five from seven days in accordance with the needs of the Service
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>The service presently has some fixed closures for holidays, which may restrict flexibility in booking leave.</p> <p>You may be required to undertake some travelling in which casual car user allowance is payable.</p> <p>To be eligible to apply for this post you must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.</p> <p>Appointment to this post is subject to an enhanced DBS including a barred list check against adult workforce</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATION CHART



AIM AND OBJECTS OF THE ROLE

- The purpose and objective of the role is to provide a personal assistant service to support service users with a range of disabilities to access a range of learning, development and employment provision.
- Duties will cover care, support and learning and employment based tasks
- All tasks will be allocated by a more senior worker within the service or an individual with a personal budget or their family member.

Control of Resources

Financial

- 1 Ensure all financial transactions comply with the Departmental and Authority Procedures.

Equipment/Materials

- 1 To ensure the proper use of material/equipment resources.
- 2 To take appropriate action to maintain equipment and bring to the attention of the appropriate Officer any defect or problems with the equipment.

Health and Safety

Responsibility for the safety and welfare of self, colleagues , service users and members of the public in accordance with the Health and Safety Policies of the Council and the Adult Care and Support Service.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (internal and external)

Internal:

Staff of Adult Care Services: Staff of other Council services.

External:

Develop and maintain good relations with service users, their families/carers, neighbours, staff of outside agencies, including public, voluntary agencies, private employers and health organisations.

Maintain amicable and professional relationships with staff within the organisation.

Responsibilities

The postholder must –

- (i) Ensure that the Council's statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (iii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Principal Duties

- 1 To develop and maintain a professional and supportive relationship with service users and their families/carers to ensure their individual needs are being met.
- 2 To provide practical and learning/ employment support to individuals and groups accessing a range of learning/ employment and development provision including support to individuals.
- 3 To undertake tasks as detailed and prescribed in a service users development plan or support plan.
- 4 To support and encourage service users to participate in meaningful activities, new experiences and opportunities which will meet their individual needs, and achieve social inclusion.
- 5 To support service users to access paid /voluntary work opportunities within the local community.
- 6 To keep accurate daily records as required.
- 7 To provide physical and personal care to service users taking into account their emotional needs.

Secondary Duties

- 1 To attend regular staff meetings and, other relevant meetings as and when required.
- 2 To maintain a working knowledge of routine fire safety and health and safety procedures.
- 3 To participate in training courses as required as part of the staff development review process.
- 4 To provide appropriate cover for other colleagues across the service during holidays, sickness or training.
- 5 To undertake some administrative tasks such as arranging transport for service users
- 6 To participate in planned supervision and personal development reviews.
- 7 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Karen Lever</u>	Date	<u>24.01.19</u>
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Adult Care	Post:	Learning & Employment Support Assistant Level 1
Section :	Moving On Team	Post Number :	ACONTMO00003
Job Ref:	RO-25280	Grade:	3

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Please confirm you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.	E	AF
(a) Special Working Conditions		
2 Are you willing to work occasional evenings and weekends?	E	AF,I
3 Are you willing to attend any training courses which meet the needs of the service?	E	AF,I
(b) Qualifications and Experience		
4 Please provide details of your experience of providing care in either a paid or voluntary capacity.	E	AF,I
5 Please demonstrate your experience and ability to provide personal care.	E	AF,I
6 Please confirm your willingness to train towards a recognised qualification which meets the needs of the service.	E	AF,I
(c) Skills and Knowledge		
7 Demonstrate with examples your numeracy and literacy skills.	E	AF,I
8 Please provide details of your ability to keep clear records.	E	AF,I
9 What is your ability to promote choice, independence and inclusion for the service users?	E	AF,I
10 Give details of your understanding of the needs of people with a disability and the issues they face in the community.	E	AF,I
11 Demonstrate with examples of your ability to communicate with a wide range of service users including their relatives and/or carers	E	AF,I
12 Please provide details of your ability to assist service users in a learning and supported employment environment.	E	AF,I
13 The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	E	I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(d) Behaviours and Values		
<p>14 Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> Valuing our people Focusing on customers Acting with integrity Using time and money wisely Working together Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF,I
15 If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF,I
16 If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF,I