

ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE : Adult Care and Support Service

SECTION : Short Term Assessment & Re-ablement Service (STARS)

LOCATION : Various throughout the Borough

JOB TITLE : Personal Assistant
POST NUMBER :

Grade : 4

Responsible to : Intermediate Tier Co-ordinator

Hours of Duty : 90 hours to be worked over a 4 week period in accordance with operational requirements of the service. This may require working a varying shift pattern, including evenings and weekends.

Any Special Conditions of Service

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC

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

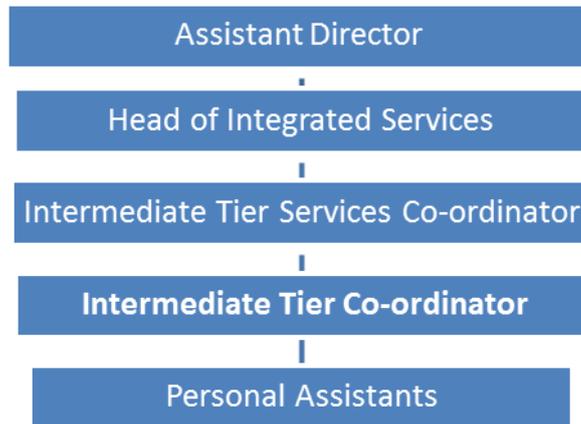
Appointment to this post is subject to enhanced Disclosure and Barring Service including a barred list check against the Adult Workforce.

This post is not Politically Restricted in accordance with the current regulations.

In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English.

Casual user car allowance is payable.

Organisational Chart



PURPOSE AND OBJECTIVES OF THE JOB

The purpose and objective of the role is to provide a personalised care and support service in accordance with an agreed care support plan in partnership with the service user and their family.

Duties will cover care, support and unit or community based tasks that will be delivered on a flexible basis, including day, evening or weekend provision.

Programmes of work will be allocated by your line manager.

Control of Resources

Financial

To assist service users to manage their own monies (if they are able to do so) where appropriate to access community activities.

To keep records of all financial transactions regarding service user monies in line with service policies/procedures.

Equipment/Materials

To ensure the proper use of material/equipment resources.

To take appropriate action to maintain equipment and bring to the attention of the appropriate Officer any defect or problems with the equipment.

Health & Safety

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

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)

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

Maintain effective and professional relationships with staff within the organisation and across the organisation.

Responsibilities

The postholder must –

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Work in accordance with the General Social Care Council Code of Practice.
- (iii) Ensure the Rochdale Council's commitment to public services orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To develop and maintain a professional and supportive relationship with service user and their families/carers to ensure their individual needs are being met.
2. To undertake tasks as detailed and prescribed in a service users care/support plan.
3. 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.
4. To keep accurate daily records as required.
5. To be responsible for providing physical and personal care to service users taking into account their basic and acute emotional needs.
6. To administer medication (as prescribed by the medical practitioner) in accordance with Service policies and guidelines
7. To adopt a flexible approach to the hours worked in accordance with the needs of the service user and the organisation.

Principle Duties (STARS specific)

1. To be responsible for maintaining a safe and secure environment whilst on duty, to deal with accidents, illness and emergencies in accordance with service policies/procedures and guidelines.

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, health and safety, and medication procedures.
3. To participate in training courses as required.
4. To provide appropriate cover for other colleagues across the service during holidays, sickness or training.
5. To assist service users in travelling when necessary.
6. To undertake duties of a domestic nature to ensure the care and comfort of service users.
7. To participate in planned supervision and personal development reviews.
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Director (or nominated representative) in consultation with the post holder (and if he/she so wishes with his/her Trade Union representative).

Job Description prepared by	<u>S Henderson</u>	Date	<u>April 2011</u>
	Revised by Kate Bedford		<u>May 2015</u>
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	<u>C Foster</u>	Date	<u>April 2011</u>

**Rochdale Borough Council
Person Specification**

Service :	Adult Care	Post:	Personal Assistant (STARS)
Section :	Short Term Assessment & Re-enablement Service	Post Number :	
Job Ref:		Grade:	4

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.

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

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Have you got access to your own transport and are you able to work at any location within the Borough of Rochdale?	E	AF and I
2 Have you the ability to provide personal care?	E	AF and I
3 Are you willing to train towards a recognised qualification which meets the needs of the Service? (e.g. equivalent to NVQ Level 2 in Social Care)	E	AF and I
(a) Special Working Conditions		
4 Please demonstrate how you have a flexible approach to working hours to meet the needs of the service	E	AF and I
(b) Qualifications and Experience		
5 Please give details of your experience of providing care in either a paid or voluntary capacity	E	AF and I
6 Please tell us of your experience of providing personal care	E	AF and I
(c) Skills and Knowledge		
7 Please give examples of using your numeracy and literacy skills	E	AF and I
8 Please give an example of your ability to keep clear records	E	AF and I
9 How would you promote choice, independence and inclusion for service users?	E	AF and I
10 What is your understanding of the needs of service users and the issues they face in the community?	E	AF and I
11 Please demonstrate your ability to communicate with a wide range of service users including their relatives and/or carers	E	AF and I
12 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
(d) Behaviours and Values		
13 Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity 	E	AF and I

<ul style="list-style-type: none"> • 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>		
Armed Forces		
14 If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D	AF/I
15 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