**JOB DESCRIPTION**

**CHILD & ADULT SERVICES DEPARTMENT**

**JOB TITLE:** CARE WORKER – PROVIDER SERVICES (Bank)

**DIVISION:** OPERATIONS - DISABILITIES

**GRADE:** BAND 5

**RESPONSIBLE TO:** TEAM MANAGER

**POST REFERENCE:**  SR-106969

**Purpose of Post**

1. The purpose of this post is to provide support to people with a Learning Disability / Physical Disability and Elderly Adults. This may require intensive episodes of care for short periods of time when a person requires it the most. This will be to provide personal, domestic and social care support within a person’s home/environment or within day care settings.
2. To increase the number of people supported at home by reducing dependency thus preventing avoidable admissions to residential and nursing care.
3. To ensure a fast, co-ordinated response to enable people to reside in their own home safely and regain their independence. Given the nature of the work a flexible approach to working patterns is absolutely essential. The jobholder may be required to lone work if supporting the Rapid Response team
4. All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Department's work.
5. All staff will be responsible for maximising opportunities which promote community inclusion and participation and are responsive to the needs of the individual.

**Key Relationships**

* Team Manager
* Registered Manager
* Day Service Team Coordinators
* Home Care Supervisors

**Liaison:**

* Head of Business Unit (Older People)
* Locality Managers
* Principal Practitioners – Social Work
* Principal Practitioners – Occupational Therapy
* Social Workers/Social Care Officers
* Community Workers
* Occupational Therapists
* Occupational Therapy Assistants
* Rapid Response Nurses
* Statutory and Independent sector bodies/agencies involved in working with people within Hartlepool
* Therapy Teams

**Main Duties and Responsibilities**

1. To provide timely enabling support to individuals living in the community and on discharge from hospital to maximise their independence, prevent further deterioration, enhance their quality of life and ensure they remain at home safely.
2. Supporting people with their personal care and offering practical help to individuals living in the community in accordance with their care plan.
3. Enable service users under the guidance and direction of physiotherapists, to maintain and improve their mobility.
4. Support the transport and access of service users to venues and activities in a safe manner
5. Support service users in administering their own medication
6. Support Day Care staff in the delivery of planned activities which may be Day Centre or community based
7. Promote and facilitate service user’s involvement in all activities within a day care setting
8. Ensure the dignity, respect and safety of service users at all times. Comply with all health and safety regulations and procedures and adhere to risk management strategies developed by the relevant professionals.
9. Alert the Supervisor, Registered Manager, Team Manager and Team Coordinators any issues related to service provision, including any matter relating to the safety of themselves and/or other professionals.
10. Record observations and activities undertaken reporting any areas of concern or significant changes in a services user’s circumstances to your supervisor, line-manager or other relevant professionals
11. Follow administrative procedures regarding the completion of documentation relating to the care of individual service users.
12. Contribute to the development and operation of the service user’s care plan through participation in individual reviews
13. Contribute to, and participate in, individual reviews and the reconstruction of care planning information as required.
14. To attend visits at the time agreed with the service user.
15. To work to Hartlepool Borough Council policies, procedures and practice guidance.
16. To participate in training and development opportunities, as identified, to ensure skills and knowledge remains current.
17. To work in a professional manner in accordance with Hartlepool Borough Council Child and Adult Services Department Code of Practice.
18. Any other duties of a related nature which might reasonably be required and allocated by the Registered Manager, Supervisor, Team Manager or Team Coordinator

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: August 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**