

Post Title: Children and Young Person's Assistant AA3960

Evaluation: 381 points

Grade: N04

Responsible To: Registered Manager/Deputy Manager

Responsible For: N/A

Job Purpose: To assist in the care of children and young people in their day to day personal care and assisting the young people in their personal care routines. This post requires the postholder to have a flexible approach to duties.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assist in the implementation of the care plan by carrying out the required personal care tasks, feeding, practical and hygiene tasks, and assistance in social and recreational activities, as required.
- 2 To be involved in a working relationship with children and young people and other carers within the care plan. To appropriately involve children and young people at all times, ensuring the constant promotion of the individual's right to dignity, respect and choice.
- 3 To work as a member of a team sharing relevant information about children and young people and the general running of the service in a timely and professional manner. To keep senior staff informed of any changes (medical, physical, mental or social) in the children and young person's circumstances.
- 4 To complete observations and recording to provide information regarding personal care in line with the care plan.
- 5 To contribute to the continued safe operation of the service through adherence to health, safety, and security procedures of the service.
- 6 To identify any safeguarding concerns of children and young people and take necessary action to deal with this, reporting it immediately.
- 7 To ensure personal and professional development by participating in support, supervision, appraisal and training programmes as required.
- 8 Provide and promote a safe environment for children and young people who have been assessed as being in need of a service matched to their individual needs.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

- 10 To undertake moving and handling, food hygiene and medication training to ensure safe working practices are maintained.