 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Adults and Health</b>		<b>Service Area:</b>  <b>Halcyon Centre</b>	
<b>JOB TITLE: Care Assistant</b>			
<b>GRADE: F (SP 7 – 8)</b>			
<b>REPORTING TO: Senior Care Assistant and Management Team</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  Ensure the wellbeing of service users, including key worker responsibilities, direct care, and the planning, delivery and promotion of therapeutic activities to encourage participation to maximise service user stimulation and promote independence.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	With the participation of service users and their carers, contribute towards ongoing assessment of service user needs to explore personal interests, encourage associated or new interests and complete appropriate risk assessments in order to develop a personal profile, from the Support Plan.	
	2.	Ensure processes and procedures for the development, monitoring and review of service user personal profiles, including risk assessment processes are followed for allocated service users	
	3.	Be the key point of contact (Key Worker) for allocated service users	
	4.	Planning and delivery of therapeutic activities taking into account individual needs and abilities of service users as well as taking theme leads as allocated by Senior Care Assistants, including completing risk assessment and COSHH assessments were appropriate.	
	5.	Ensure service user support plans and personal profiles are followed and implemented.	
	6.	Create and maintain a supportive atmosphere where service users can achieve maximum stimulation and independence through encouragement and support of participation in therapeutic activities and personal care.	
	7.	Participate in tasks associated with direct personal care of services users including toileting, showering, changing, transferring and feeding ensuring safe use and operation of all equipment used	

	8.	Ensure all information and documentation is recorded, in accordance with service procedures, in relation to service users during their attendance at day services.
	9.	Participate in the issuing of medication to service users when required, ensuring the safe handling and dispensing of medication, in accordance with procedures.
	10.	Ensure a Senior Care Assistant is made aware of any issues of concern relating to service users during their attendance at day services.
	11.	Ensure all information and documentation, in accordance with service procedures and in relation to service users is recorded accurately and timely.
	12.	Regularly review service users Personal Profiles, including risk assessments and their implementation and liaise with Senior Care Assistants regarding any specific issues which require their attention.
	13.	Work in partnership with Senior Care Assistants, service users, their families, carers and other appropriate individuals to ensure the well-being of each service user is central to their attendance at the centre and that decisions relating to their care and support needs are open and transparent.
	14.	Where required, attend review meetings to ensure assessed needs of service users are understood and contribute information from attendance at day services.
	15.	Ensure the health and welfare of service users is maintained, including dietary requirements, medication needs, personal care and leisure activities.
	16.	Ensure procedures associated with day service operation are followed.
	17.	Ensure cultural, religious and linguistic needs of service users are met.
	18.	Follow all relevant statutory policy, codes of practice and procedure guidelines associated with the operation of the service.
	19.	Ensure that all customers both internal and external receive a consistently high quality service, commensurate with the standards required by Stockton-on-Tees Borough Council.
	20.	Undertake reasonable care of your own health and safety and cooperate with management, so far as is necessary, to enable compliance with the authorities health and safety policy and legislative requirements.
	21.	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities for the post.
	22.	Undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.


**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Rebecca Williams		30.11.17
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated            November 2021**

## PERSON SPECIFICATION


Job Title/Grade	<b>Care Assistant</b>		
Directorate / Service Area	<b>Adults and Health</b>		
Post Ref:			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>Good General Education GCSE level qualification or equivalent.</p> <p>Level 2 / 3 Diploma in Health and Social Care or equivalent.</p> <p>Level 2 Certificate in Understanding the Safe Handling of Medication</p> <p>A willingness to undertake any training commensurate with the post.</p>	<p>Level 3 Diploma in Health and Social Care or equivalent.</p> <p>Level 3 Medication Training</p>	<p>Application form</p> <p>Certificate Check</p> <p>Interview</p>
Experience	<p>Experience of working directly with vulnerable adults and older people including those living with Dementia</p> <p>Understanding of the needs of vulnerable adults and older people including those living with Dementia</p>	<p>Knowledge and experience of the assessment, support planning and review systems for vulnerable adults and older people.</p> <p>Experience of supporting vulnerable adults and older people to access day services and activities.</p> <p>Knowledge of the pressure and difficulties families face supporting vulnerable adults and older people to remain living at home.</p>	<p>Application form</p> <p>Interview</p>

		Knowledge of the legislation that underpins adult care in a care setting.	
Knowledge & Skills	<p>Knowledge and experience of good practice that underpins adult care in a care setting.</p> <p>Knowledge of the pressures and difficulties families face supporting vulnerable adults and older people to remain living at home.</p> <p>Knowledge and experience of person centred care and the risk assessment process.</p> <p>Good communication skills (written and verbal)</p> <p>Ability to take guidance and instruction from Senior Care Assistants and Management</p> <p>Ability to work alone, using own initiative, or work as part of an effective team.</p> <p>Good Communication skills (written and oral)</p> <p>Skilled in adapting activities to meet service users individual needs, abilities and circumstances</p> <p>Ability to effectively maintain written</p>	Good IT Skills	<p>Application form</p> <p>Interview</p>

	<p>records</p> <p>Accept and engage with structured supervisions and appraisals.</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Client focussed.</p> <p>Approachable.</p> <p>Friendly.</p> <p>Enthusiastic.</p> <p>Positive approach and motivated.</p> <p>Positive role model for staff and service users.</p> <p>Reliable, honest and flexible.</p>		<p>Application form</p> <p>Interview</p>
Other requirements	<p>This job involves working directly with vulnerable adults and older people and is therefore subject to an Enhanced DBS Check</p>		

**Person Specification dated**

**November 2021**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Adults & Health	<b>SERVICE AREA:</b> Halcyon Centre
<b>JOB TITLE:</b> Care Assistant	
<b>GRADE:</b> F	
<b>REPORTING TO:</b> Management Team	

**The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.**

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	Yes
May be exposed to lead or lead based products	No
Will handle food	Yes
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	No
No known risks associated with this role	n/a

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager:  Rebecca Williams

Date: 25.11.2021