

# Role Profile – Care Assistant

## INFORMATION ABOUT THE ROLE:

**Group:** Children's Services and Lifelong Learning

**Service:** Children's Social Care

**Location:** Grove House

**Line Manager:** Registered Manager

**Car User Status:** None

**Grade D SCP 6-7 - £21,968 - £22,369**

## WHAT WE WANT YOU TO DO...

- To attend and support the emotional, behavioural, personal hygiene and safety care needs of the service user.
- To promote the independence of the service user whilst respecting their rights to privacy, dignity and choice, whilst being aware at all times of their emotional and social wellbeing.
- To liaise and communicate effectively with other colleagues, service users and their parents, carers (where appropriate) and other professionals in order to share knowledge, seek advice and implement care plans.
- To plan, organise and implement activities both within the home and the community whilst ensuring that individual care plans and choices are supported.
- To carry out administrative duties within the home as directed, ensuring recordings are maintained to a satisfactory standard and that implementation, monitoring and evaluation of care plan is achieved.
- To support the needs of the service users and to ensure that all risks appertaining to their care are supported.
- To carry out domestic duties and laundry duties within the home as directed, ensuring it is kept clean and presentable at all times.
- To be available to work flexible hours during school holidays periods to ensure the needs of the service users are met at all times
- Such other responsibilities allocated which are appropriate to the grade of the post.



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## WHAT YOU NEED TO BE SUCCESSFUL... *THE ESSENTIALS* THE QUALIFICATIONS

### THE EXPERIENCE

- Effective communication skills
- Caring for people with disabilities

- Level 3 Diploma for the Children and Young People's Workforce or equivalent or willingness to undertake training

## OUR COMPETENCIES... *HOW WE WANT YOU TO BE*

### CUSTOMER FOCUSSED

Puts the customer first and provides excellent service to both internal and external customers

### GREAT AT COMMUNICATION

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### TEAM PLAYER

Works with others to achieve results and develop good working relationships

### MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

### FLEXIBLE

Adapts to change and works effectively in a variety of situations

### LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

