
 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Halcyon Centre	
JOB TITLE: Care Assistant			
GRADE: F			
REPORTING TO: Senior Care Assistants, Deputy Manager, Halcyon Centre			
1.	JOB SUMMARY: <p>The Halcyon Centre is a day service for adults and older people, including those living with Dementia, managed by Stockton Borough Council within the Adults and Health Directorate. The centre is staffed by a multidisciplinary team who take an outcome focused approach to client care. We aim to support, empower and enable people to achieve their full potential in a friendly, professional, comfortable and safe environment.</p> <p>The postholder will ensure the wellbeing of people who access the service, 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</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	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 form 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	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.

	19	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.
	20	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities for the post.
	21	Undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3.	GENERAL	<p>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.</p> <p>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.</p> <p>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.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>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.</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>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.</p> <p>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.</p>				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;">Name:</td> <td style="width: 30%;">Signature:</td> <td style="width: 10%;">Date</td> </tr> </table>		Name:	Signature:	Date
	Name:	Signature:	Date			

Job Description written by: (Manager)	Rebecca Williams		30.11.17
Job Description agreed by: (Post holder)

Job Description dated 2017



PERSON SPECIFICATION


Job Title/Grade	Care Assistant Grade F	
Directorate / Service Area	Adults and Health / Halcyon Centre	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Math and English at GCSE grade C or above or equivalent.</p> <p>Level 2 NVQ / Diploma in Health and Social Care (Adults)</p> <p>Level 3 Control and Administration of Medication or willingness to work towards on commencement of post</p> <p>A willingness to undertake any training commensurate with the post.</p>	<p>Level 3 NVQ / Diploma in Health and Social Care (Adults)</p>	<p>Application form</p> <p>Certificate Check</p> <p>Interview</p>
Experience	<p>Experience of working in a Social Care setting</p>	<p>Experience of supporting those living with Dementia</p> <p>Experience of supporting vulnerable adults and older people to engage with activities.</p>	

	Experience of supporting vulnerable adults or older people.		
Knowledge & Skills	<p>Knowledge of the needs of vulnerable adults and older people including those living with Dementia</p> <p>Knowledge of person-centred care.</p> <p>Good communication skills (written and verbal)</p> <p>Good IT Skills</p> <p>Effectively and accurate record keeping both computer and paper based.</p> <p>Able to work alone, using own initiative, or work as part of an effective team.</p> <p>Willing to take guidance and instruction from Senior Care Assistants and Management.</p>	<p>Knowledge of good practice that underpins adult care.</p> <p>Knowledge of the assessment, support planning and review processes</p> <p>Knowledge of the risk assessment process</p> <p>Understand how to adapt activities to meet a range of different needs, abilities and circumstances</p> <p>Knowledge of the legislation that underpins Adult Social Care</p>	<p>Application form</p> <p>Interview</p>
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Caring Client focussed.</p> <p>Approachable.</p>		<p>Application form</p> <p>Interview</p>

	Friendly. Enthusiastic. Motivated. Reliable Honest Flexible.		
Other requirements	This job involves working directly with vulnerable adults and older people and is therefore subject to an Enhanced DBS Check		

Person Specification dated 2023

 Stockton-on-Tees BOROUGH COUNCIL		KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults and Health	SERVICE AREA: Day Services	
JOB TITLE: Care Assistant		
GRADE: F		
JOB LOCATION / BUILDING: Halcyon Centre		
REPORTING TO: Senior Care Assistants, under overall guidance of Manager / Deputy		

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		✓
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		✓
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		✓

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		✓
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		✓

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		✓
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		✓
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		✓
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>	✓	

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		✓
<p>Food Handlers: Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>	✓	
<p>Night Workers: Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		✓
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>		✓
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	✓	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		

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: 19.05.2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk