

COMMUNITY CARE WORKER

REPORTING TO: Service Manager/Service Lead



JOB PURPOSE:

To work within a team, to provide care and support services for the elderly, adults and children with learning and/or physical disabilities, autism, acquired brain injury and poor mental health; which aims to maximise the potential of individuals through the use of person centred principles.

SKILLS / ABILITIES

Required:

- Proven ability to work on own initiative and as part of a team
- Knowledge and understanding of issues relating to people with disabilities and the elderly
- A commitment to a service which provides support to children and vulnerable individuals, and which is respectful
- Good communication skills (written and verbal). Ability to communicate effectively with service users, colleagues, Managers and other persons with a legitimate interest in the service
- Commitment to training and development

Desired:

- Flexible and innovative approach to working
- Knowledge of support / goal planning systems
- Empathy
- Decision-making and problem-solving skills

EXPERIENCE

Required:

- Experience of working in a care / support setting, ideally within elderly, learning disability services or mental health services.

Desired:

- Experience of working in a multi-disciplinary setting

EDUCATION, SPECIALIST KNOWLEDGE & QUALIFICATIONS

Required:

- Good general education
- Working knowledge of health and safety issues
- Minimum NVQ/QCF Level 2 in social care (or must be willing to work towards and achieve minimum of Level 2 within a given timescale)

Desired:

- Knowledge of regulatory framework of service provision
- Mandatory training qualifications e.g. first aid, food hygiene, manual handling, Health & Safety awareness

OTHER

Required:

- Satisfactory DBS (enhanced)
- Self-motivation and flexibility
- Commitment to the aims & objectives of the service and of SRS Care
- Knowledge and commitment regarding Equal Opportunities, Equality and Diversity
- A commitment to undertake training and development as required

- Honesty, reliability and trustworthiness
- Car driver with use of vehicle which is insured for work purposes

MAIN RESPONSIBILITIES:

SUPPORT

- Facilitate and support service users in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting empowerment.
- Ensure service users' individual needs are met through effective support planning and review.
- Support service users' participation in social, leisure, educational and employment opportunities within the local community.
- Consistently apply non-aversive strategies developed in response to behaviours that challenge, and contribute to the review and development of any such strategies.
- Interact and participate with the service users in the development of self-help skills, supporting service users to reach their potential for independence.
- Encourage and enable service users to maintain acceptable levels of personal and environmental hygiene.
- Once trained, administer medication in accordance with Company policies and procedures, and ensure that medical emergencies are dealt with appropriately. Adhere to the medication policy at all times.
- Record information about service users and ensure effective communication with all Staff Members.
- Liaise with other agencies/professionals as necessary, in consultation with senior Staff Members.
- Provide care and support as identified in care reviews and support plans, as directed by senior Staff Members.
- Practice maximum integrity in all dealings with service users' personal and financial affairs, and avoid abuse of the privileged relationship that exists.

COMMUNICATION:

- Participate in Staff and service user meetings as and when required.

TRAINING AND DEVELOPMENT:

- Maintain professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.
- Participate in relevant training to achieve required qualifications.

HEALTH & SAFETY:

- Report immediately to the Manager any illness of an infectious nature or accident incurred by a service user, colleague, self or another.
- Understand, and ensure the implementation of the companies Health and Safety policy, and Emergency and Fire procedures.
- Promote safe working practice.

GENERAL:

- Assist in maintaining financial records in line with Company policies and procedures.
- Carry out administrative tasks as required.
- Work in a team, contributing to effective team working and participating in reviews of service delivery standards.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Adhere to all Company policies and procedures within the defined timescales.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.