

JOB DESCRIPTION

JOB TITLE: Care Assistant

JOB NO:

GRADE: 2

DIVISION: Specialist Care Service

NO OF POSTS:

SECTION: Care Centres

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: **YES/NO**

Vision

Providing services for older people which deliver quality care in quality environments.

This includes:

- Providing services in different ways and recognising that people are individuals and do not all have the same needs and wants
- Working with health, housing and other services to make the most of resources in a holistic way
- Delivering services in ways which help older people live as independently as possible, as full and equal citizens, able to contribute to their communities.

1.0 JOB PURPOSE

- 1.1 Care Assistants are members of a caring team whose purpose is to enable individuals to achieve their fullest potential. The job is about enabling and supporting individuals, demonstrating at all times a sensitive, understanding and patient approach.
- 1.2 All people in need of caring support have the right to privacy, dignity and choice, to be supported in taking considered risks, and to make decisions about their own lives.
Care staff need to respect and show proper regard for each individual's cultural identity and individual needs and preferences in all aspects of their care, and to help individuals to communicate where there are communication differences or difficulties.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 To work at all times in ways which demonstrate an active understanding of the principles of the job as described above, and with appropriate guidance from senior staff.

2.2 Being a link worker which means:-

2.3 To be actively involved in the individual's care and support, helping to plan this, playing an important part in the continuing assessment and review of the individual's needs and progress which will require some recording and attending/participating in meetings.

2.4 To assist with emotional and practical support to individuals. Examples of this may be befriending the individual, listening to his/her views or concerns, helping with letter writing, assisting with shopping, and accompanying on journeys, including to and from the service. It may also include, on occasions, helping individuals take part in social and community activities/or visits to their home/friends.

2.5 To actively promote the individual's effective communication and relationships with others.

2.6 To communicate with relatives, partners, friends or carers involved with the individual, as well as with other staff and caring agencies with regard to the individuals health, social care and well-being.

2.7 To ensure that when receiving, giving, storing and retrieving information about individuals that it is treated with respect and confidentiality.

2.8 To ensure that all provision of physical and personal care are carried out within a planned enablement framework.

2.9 To help arrange culturally sensitive activities to help encourage interests and hobbies, to improve the person's quality of life, participation in the local community, or community of his/her choice, and enhance his/her independence.

2.10 To enable individuals develop practical daily living skills.

2.11 To be available to visit individuals in their own homes, in special circumstances, for example, to make a contact visit or to give information.

2.12 To contribute to the overall quality of the service delivery, by working closely with other members of the staff team, helping promote good practice taking part in staff meetings, and contributing to meeting the objective of the team.

2.13 To take part in regular supervision meetings and Performance and Development Reviews and in activities to meet agreed learning and development needs associated with the job.

2.14 To work at all times in accordance with all City Council policies and procedures, especially:-

- i) Health and Safety
- ii) Safeguarding
- iii) Financial
- iv) B.E.S.T
- v) Code of Conduct
- vi) The Birmingham Way

2.15 To report immediately any incident of a serious nature such as abuse.

2.16 To utilise available resources such as People Solutions as appropriate.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

Senior Direct Care (responsible for the day to day supervision)

Team Leader (responsible for formal supervision and performance and development reviews)

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
- 2. Left to work within established guidelines subject to scrutiny by supervisor.**
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
N/A			

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes	✓	No	
Level of check required				
Standard				
Enhanced				
Enhanced with barred list check - Adults		✓		
Enhanced with barred list check - Children's				
Enhanced with barred list check – Adults & Children's				

- 5.1 In establishments where services are provided throughout the day or at weekends, or at Bank Holidays, the times worked will need to reflect this.
- 5.2 The postholder may be required to work elsewhere if the needs of the service require this, after due consideration of his/her skills and individual circumstances. This will be achieved following consultation with the postholder.
- 5.3 This job description is not definitive and the postholder may be required to undertake other duties within the scope and spirit of this job description to ensure Adults and Communities can carry out its statutory duties. This will be achieved following consultation with the postholder.

Date: 28.02.23	Name: Ricardo Pinto	Signature:
-----------------------	----------------------------	-------------------

Person Specification

Post: Care Assistant

Grade: 2

Division: Specialist Care Service

Section: Care Centres

Directorate:

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;
 T. = Test or Exercise; C. = Certificate; P. = Presentation.**

CRITERIA	ESSENTIAL	M.O.A.
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	NVQ 2 or equivalent QCF	AF
Experience (Relevant work and other experience)	1. Knowledge or understanding of assisting personal care to adults either in a Residential Setting/Day Care Centre/Community Setting/Enablement Service.	AF & I
	2. Or voluntary work with adults with specific needs or caring for a relative.	AF & I

CRITERIA	ESSENTIAL	M.O.A.
Skills & Ability e.g. written communication skills, dealing with the public etc.	Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016) <ol style="list-style-type: none"> 1. Evidence of good written and verbal communication skills including daily recordings and reports as appropriate. 2. Ability to provide sensitive and appropriate personal care to men and women within a planned enablement and person centred framework. 3. Have an awareness and understanding of the service users and their needs. 4. Have an awareness, understanding and willingness to meet the needs of people from different religious and cultural backgrounds. 5. Respect for the individual's privacy, dignity and confidentiality. 6. Be able to provide a service in a non-judgmental way to all service users. 7. Ability to recognise that older adults have the right to take risks and make decisions about their life. 8. Ability to enable individuals to maintain and or develop practical daily living skills. 	I AF, I & T AF & I AF & I AF & I AF & I AF AF & I AF & I
Training	Willingness to undertake training as well as other training as appropriate to enhance personal development.	I
Other	Ability to work on own initiative. Able to work varied shifts, both lates and earlies, weekends and public holidays.	I I

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Date: 28.02.23	Name: Ricardo Pinto	Signature:
Date reviewed:	Name:	Signature: