

North Somerset Council

JOB DESCRIPTION

<u>DEPARTMENT</u> People and Communities	<u>SECTION</u> Severn Day Centre	
<u>JOB TITLE</u> Care Assistant – Day Services	<u>POST NO</u>	<u>GRADE</u> JG3

1. JOB PURPOSE

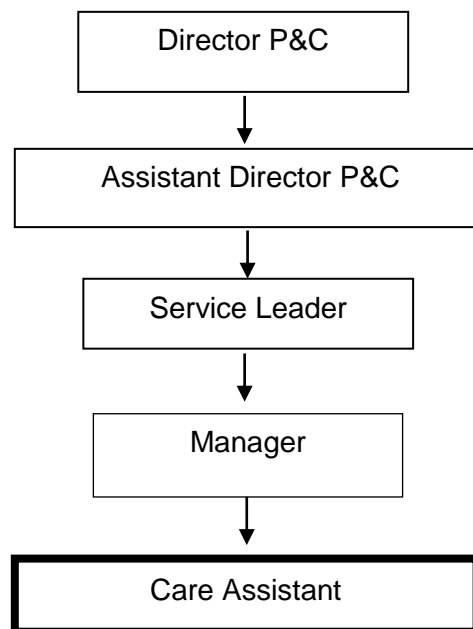
To create and maintain a supportive, stimulating atmosphere and to meet both individual and group needs of service users by enabling them to maximise their independence, choice, to give physical, social and emotional care and support when necessary.

To promote the concept of rehabilitation and to assist and support service users with disabilities and to provide mental stimulation.

2. JOB CONTEXT

The day centres offer day care to older people, some of whom suffer from Dementia and some with functional mental illness.

3. ORGANISATION



4. DUTIES AND RESPONSIBILITIES

- To support service users, under the supervision of the Manager/Senior Care Worker, to ensure that their lifestyle experienced in the Day Service matches their expectations and preferences, and satisfies their social, cultural, religious and recreational interests and

needs.

- To organise and risk assess recreational activities, collecting monies and managing accounts for different funds. Shop for prizes for raffles and fundraising and personal items as required.
- To assist with recreation activities.
- To accompany the responsible person in supporting assessment visits to service users where appropriate and preparing necessary relevant information regarding service users.
- To attend and contribute to case reviews as necessary.
- To be aware of Council Health and Safety regulations in relation to tasks undertaken and to report any situations which are or could be considered hazardous.
- Some staff to drive mini-bus to transport service users to and from the service using Council transport in conjunction with National Mini Bus Assessment. Also to carry out daily checks and refuel and report any malfunctions of the bus.
- Risk assess and be responsible for passenger safety.
- To enter service users' homes at start and end of each day to assist transporting to the centre and making sure they are safe.
- To administer medication as required in line with North Somerset Council policy.
- To carry out such other duties as are required and as are commensurate with the grade of the post.

5. DIMENSIONS

100 places per week in the day centre.

6. WORK SOURCES

Service users are referred via Social Workers/Doctors and the Mental Health Team and by family members/carers.

7. SUPERVISION AND WORK CONTROL

Staff are supervised by the Manager/Senior Care Worker whilst at the centre. During the times that day care staff transport the service users to and from their homes, care staff are not directly supervised.

The Postholder must adhere to established procedures and policies of North Somerset Council.

8. PLANNING

Day centre staff must think ahead for three months to plan activities, organise and collect funds for outings and events.

9. QUALIFICATIONS AND EXPERIENCE

- Experience of working in a care environment, preferably with the service user group in question.
- A sensitive, understanding and compassionate approach.
- Possession of an NVQ in Care required.
- Current Driving licence with no endorsements preferred.
- Training re-Mini Bus Assessment and legislation may be provided if required.

10. PROBLEMS, DECISIONS AND ACTIONS

Dealing with service users who may display violent and challenging behaviour both physically and verbally and ability to diffuse heightened situations.

Supporting people and managing agitated behaviours, particularly when dealing with personal care tasks and for service users who may have never been away from home before or be unfamiliar with the environment.

During office hours, any problems and decisions are taken by the Manager/Senior Care Worker.

Staff have to make decisions in emergency situations when unsupervised, i.e., call Doctors or Paramedics.

Responsible persons only to administer medication.

Communicating with clients who may have impaired hearing and those who will not communicate verbally or whose first language is not English.

11. CONTACTS

Service users and their families/carers.

Doctors or emergency services.

Social and health care professionals.

Other members of staff.

Professionals and members of outside agencies.

12. PHYSICAL EFFORT & STRAIN

Manual handling and assisting service users to mobilise safely.

Physical care tasks i.e. toileting, feeding

Mental and physical strain from supporting service users with repetitious and unpredictable or verbally/physically aggressive behaviours on occasions.

13. WORKING ENVIRONMENT

Can be outside in all weathers – especially when transporting day centre service users to and from their homes.

Buildings are kept warm.

Working in confined spaces i.e. toilets.

14. EQUIPMENT

Using hoists, dishwashers, microwaves, wheelchairs, walking aids, mini bus.

15. GENERAL

The postholder will be required to use his/her own initiative in ensuring that the Equal Opportunity Policies are implemented in relation to the work area.

This will involve developing a good working knowledge of the Policy and applying it personally and through staff managed by the postholder, if applicable.

A sensitive and understanding approach required and patience necessary.

Motivation skills required to enable service users to maximise their independence.

16. SCOPE FOR IMPACT

Working towards the Care Standards Act 2000 and the National Service Framework for older peoples' services. To provide person centred care, promoting choice and independence.

Special Notes or Considerations (if applicable)

Will be working hours from a two week rostered shift pattern Monday to Friday.

Flexibility is required to provide cover for annual leave/sickness of other members of staff, if appropriate.

**NORTH SOMERSET COUNCIL
PERSON SPECIFICATION**

DIRECTORATE: People and Communities	SECTION: Severn Day Centre	
POST TITLE: Care Assistant - Day Services	POST NO:	GRADE: JG3

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	It is a requirement of the job to have NVQ2 in Care.	Current driving licence with no endorsements. Training re – Mini Bus assessment and legislation – training will be provided in-house.
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	Working in a care environment for at least 6 months - working with people with Dementia and functional mental health problems.	
OTHER RELEVANT EXPERIENCE		
SPECIALIST KNOWLEDGE	Knowledge of types of Dementia and Mental Health	Knowledge of Health & Safety and EU Directives
JOB RELATED SKILLS	Good written and oral communication skills.	
PERSONAL SKILLS	Sensitive and understanding approach and patience working with people with Dementia and mental health issues, together with the capacity to deal with challenging behaviour. Flexible. Able to work under pressure.	

SPECIAL WORKING CONDITIONS	<p>The Day Centre is worked on a rota basis, currently Monday to Friday.</p> <p>Transporting service users to and from their homes to the day services in the mini-bus.</p> <p>Working in warm atmosphere.</p> <p>Flexibility is required to provide cover for annual leave/sickness of other members of staff.</p>	
OTHER	Satisfactory enhanced DBS (relevant applications and checks will be carried out before any job offer is confirmed).	

Effective Date: 31 Oct 2018	Issued on:	
Postholder:	Signature:	Date: