

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Casual Day Team Support Worker	
Directorate: Adult Social Care & Community Well-being	Post No: 45006635
Section: Gouldings Resources Centre	Date: October 2020
Responsible to: Gouldings Registered Manager	

Job Purpose

To provide for the client's physical, mental and social needs. These duties will include the dressing, washing and feeding of the client, together with social duties, for example, talking to the client, helping to maintain contact with the family, friends and the community, together with assisting with the shopping and recreation activities.

JOB REQUIREMENTS AND MAJOR TASKS

- Promote equality as an integral part of a role and treat everyone with fairness and dignity.
- To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed
- Upon reporting for duty to ascertain which Duty Manager is on duty and to look through the preceding entries on the client's files.
- To be responsible to the Duty Manager during the period of duty to ensure the needs of each client are met.
- Lounges to be visited frequently so that the wishes of the clients are known and appropriate help is given.
- To participate in client's activities and outings and in particular to gain understanding of individual needs by talking to clients.
- All staff must be familiar with the procedures to be followed in the event of a fire alarm and be agreeable to attend the Home occasionally to take part in fire drills, for which appropriate payments will be made.
- All staff must make themselves familiar with all working practices and procedures within the Resource Centres and other areas with Service Delivery
- To report to the Duty Manager all incidents/accidents whether they are to clients or staff during the period of duty.

- To attend to the clients at meal times and help those not able to feed themselves.
- Staff will be invited to attend training courses which may be organised within or outside the Home whenever such in-service courses are available.
- To assist with the transportation of clients to and from the Home, undertaking the duties of an escort.
- To carry out all duties in accordance with the Authority's Health and Safety Policy.
- Care staff must be prepared to complete and maintain the clients care plan files.

Generic Data Quality Statement

The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices. All employees are expected to familiarise themselves with the council's safeguarding procedures and to undertake appropriate training.

All employees are expected to treat others with Dignity and respect embracing diversity and adhere to the council's Diversity & Equality Policy.

The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health and Safety Policies and undertake relevant training to ensure compliance with Health & Safety requirements.

All employees are required to comply with the Council's Data Quality Policy and Strategy. You are responsible for ensuring that any information or data you collect or input complies with the standards set out in these documents.

Managers are responsible for ensuring that data sets provided to others comply with the required standards.

The Data Quality Policy and Strategy is available on the Intranet. Each Directorate has one or more Data Quality Champions who can explain the requirements to you.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.