

## Job Description and Person Specification

<b>Job title:</b>	Care Practitioner
<b>Directorate:</b>	Communities
<b>Service:</b>	Adult Social Care
<b>Team:</b>	Responsive Care Providers
<b>Post number:</b>	00665
<b>Salary grade:</b>	C/D
<b>Work location:</b>	Notrees
<b>Reports to:</b>	Assistant Unit Manager
<b>Supervises:</b>	N/A

### Job Purpose

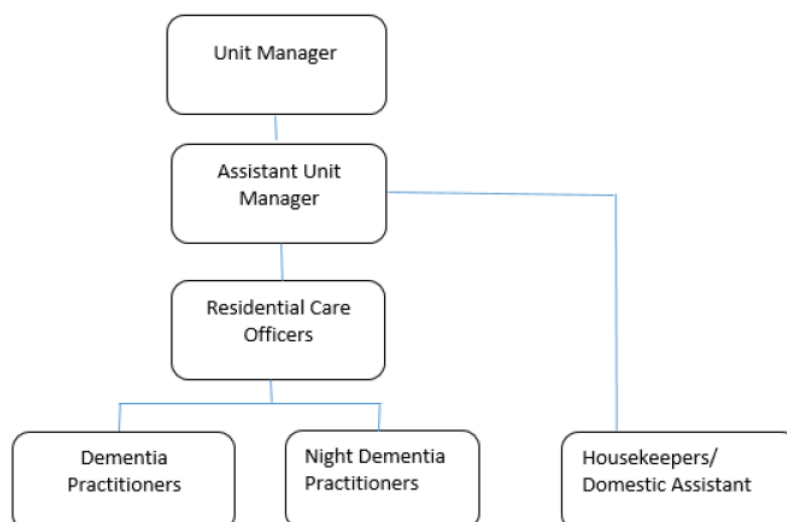
#### Key Responsibilities

- To support adults who are elderly and may have physical disabilities, a diagnosis of dementia and/or frail in a person centered way, promoting their independence and wellbeing and supporting them to live well with their conditions.
- To operate in a manner consistent with Responsive Care Providers four core values Respect, Inclusion, Compassion and Empowerment.

#### Contacts

Service users, staff, care managers, primary health team, relatives, cares, volunteers. Responsive Care Providers delivers care services to residents to West Berkshire. These include residential/nursing care, day opportunities and shared lives. As a functioning member of this vibrant service you will be expected to participate fully in events, consultations etc. Your voice, views and ideas are important to us and critical to the ongoing success and development of the service.

### Structure Chart



## Main Duties and Responsibilities

### CARE FOR CLIENTS

Under the supervision of the senior staff:

- To maintain the general welfare to residents by supporting the provision of interests, activities and stimulation according to assessed needs and capabilities
- Attending to resident's physical, nutritional and personal care needs, including toileting. Whilst supporting them to achieve maximum independence
- To ensure that the environment is maintained, for residents and staff, giving due regard to health and safety.
- To work within the appropriate policies and procedures, completing associated paperwork including residents care records, nutrition and fluid charts etc.
- To assist the residents in maintaining their dignity.
- To respect the social and cultural histories of service users.
- To be aware of service users dietary and health needs, and report any issues/concerns.
- To act in accordance with West Berkshire Council's confidentiality policy.
- To report any areas of concern promptly to the senior staff, or appropriate agency.
- To attend to any emergency resident issues (eg unpredictable behaviour, illness, etc) promptly and in accordance with relevant policy and procedure

### GENERAL DUTIES

- To provide help with maintaining cleanliness of the service premises
- To operate in accordance with Responsive Care Providers four core values
- To work in accordance with West Berkshire Council policies and procedures, including Health and Safety.
- To participate in and contribute generally to West Berkshire Council activities, attending meetings and training courses.
- To undertake training identified within the staff skills profile which includes NVQ level 2 in Care.
- To work flexibly and undertake any other duties commensurate with the post as may be required for the efficient running of the home.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework, code of conduct and skills for care code of conduct.

### Scope (impact on/control of resources, people, money etc)

N/A

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
Willingness to undertake basic training e.g. care certificate	E	1
Moving and positioning, basic food hygiene	E	2
QCF 2 in Care + QCF 3 in Health and Social Care	D	1
<b>Experience</b>		
Previous experience of working in the care sector	D	1
Experience of working within a dementia service	D	2

Willingness to undertake training to extend skills and to assist in the development of the role	E	1
<b>Skills and abilities</b>		
Good communication skills and confident in the English Language	E	1
Ability to read and write clear reports	E	2
Ability to remain calm in difficult situations	E	3
Ability to prioritise tasks.	E	4
Basic computer skills	D	1
Respect confidentiality	E	5
To demonstrate ability to follow instructions and to work in accordance with policies and procedures	E	6
<b>Work-related personal qualities</b>		
Able to empathise with older people.	E	1
Able to work as part of a team	E	2
Demonstrate a pleasant attitude to work and enthusiastic	E	3
Kind, patient, calm, sound common sense	E	4
Awareness of the diversity of clients cultural and social backgrounds.	D	1
Knowledge of issues in the protection of vulnerable adults.	D	2
To demonstrate an ability to empathize and to connect with different people	E	5
<b>Other work-related requirements</b>		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	1
Flexible and adaptable.	E	2
Willingness to undertake general duties associated with the day to day running of the service.	E	3
Demonstrate an understanding of client's dietary and health care needs.	D	1
Enhanced DBS check with relevant barred list/s	Yes	