

# Independent Living Assistant

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## Job Description

**Job Title** Independent Living Assistant

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**Location** Charles Clore Court

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**Grade/Salary Range** RG3m, spine points 5 to 11 with Gateway at sp pnt 7

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**Service/Directorate** Charles Clore Court / DACHS

### Job Purpose

1. The post holder will be an integral member of the team working in partnership. The post holder will deliver flexible care packages to adults and older people. The team takes an approach that puts individuals in control of their care and support and empowers individuals to maintain their independence.

### Designation of Post and Position within Departmental Structure

Locality Manager

CCC Independent Living Manager

Lead Independent Living Assistant

Community assessor (PT)

Independent Living Assistant

### Main Duties and Responsibilities

#### Care and Support

1. Implement the Policies and Procedures and values of the Independent Living Team. To include:
  - Follow person centred care/goal plans and therefore the needs and wishes of the individual are met with dignity, choice and wellbeing.
  - Administration of medication with relevant training and support
  - Provision of personal care
  - Risk management
  - Safe manual handling
  - Report and record progress and observations of service users
  - Commitment to safeguarding children and vulnerable adults

#### Team working

2. Participate fully and constructively in team meetings thereby developments meet the needs of people living/residing at Charles Clore Court
3. Ensure good communications within the team, colleagues and professionals so that the service is coordinated and safe.
4. Support new and existing team members in their role

#### Relative/carer Liaison

5. Liaise with families and carers in relation to service user needs and wishes of the individual and in ways that respect confidentiality and person choice.
6. To show empathy and recognise the needs and stresses of those that care for the individual and report accordingly.

#### Personal Development

7. Participate in all appropriate internal/external training as identified through the supervision and appraisal system and utilise the skills and knowledge gained to improve services to individuals.

#### Team Values

The post holder will be expected to operate in line with our workplace values which are:

- Caring
- Dignity
- Choice
- Commitment

### *Progression Criteria to Spine Point 7*

- To mentor and assess competence of new staff in line with Care Certificate.
- To undertake a holistic assessment of service users, gathering information, signposting to services.
- To undertake teaching of new life skills to service users eg ordering on line.

### *Scope of Job (Budgetary/Resource Control/Impact)*

1. To be aware that the support offered via Reading Adult Social Care is regulated by the Care Quality Commission. As such the post holder will have a crucial role to play in supporting the standards required by the service to meet our registration and legal obligations.

## ***Special/Other Requirements/Responsibilities of this Post***

<b><i>Level of DBS check required for this post</i></b>	Enhanced with a check of the barring list
<b><i>If *, does the post require a check against the list of people barred from working with vulnerable adults?</i></b>	YES
<b><i>If *, does the post require a check against the list of people barred from working with children?</i></b>	NO
<b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b>	2 X satisfactory references, 1 being last employer.
<b><i>Is this post “politically restricted”?</i></b>	NO
<b><i>Responsibility for Health &amp; Safety:</i></b>	LEVEL 1
<b><i>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</i></b>	N/A
<b><i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties &amp; Responsibilities” above</i></b>	N/A

## Person Specification

### *Qualifications/Education/Training*

1. Good standard of written and verbal English
2. Ability and commitment to achieve Diploma Level 2/3 if not already qualified.
3. Understanding of the role of the Care Quality Commission and the Care Act 2014

### *Experience*

1. Previous experience of working in a caring environment is desirable.
2. Excellent attendance and punctuality record

### *Skills, Abilities & Competencies*

1. A caring individual that is compassionate about providing care and support to vulnerable people.
2. Ability to work with a range of individuals from a variety of backgrounds. Understanding that everyone is different and ensuring that individuals that use our service have a choice in their care.
3. Ability to provide emotional and social support whilst promoting dignity and respect
4. Self-motivated and flexible.
5. Understanding and commitment to the requirements of safe guarding vulnerable adults.
6. A team player but also able to work on own initiative.
7. Commitment to providing a high standard of care
8. Ability to work within Policies and Procedures of Reading Borough Council and local Safety Practices

### *Specific Working Requirements*

1. Ability to demonstrate understanding and apply our service values. Applicants must evidence their attitudes /behaviours as part of the application process.
2. Able to meet the physical demands of the job
3. A satisfactory enhanced Disclosure and Barring service check
4. Wearing and maintaining a uniform and protective clothing provided by RBC
5. To work to a set rota pattern including weekends and Bank Holidays.