**Job Description**

DIRECTORATE: Social Services & Wellbeing

**DEPARTMENT:** Extra Care

**POST:** Social Care Worker

**GRADE OF POST:** GR05

**RESPONSIBLE TO:** Deputy Care Manager

**JOB PURPOSE:**

As a social care worker you will contribute to Bridgend County Borough Council’s delivery of an efficient and effective Independent Living and Residential Extra Care service, whilst meeting the principles of the Social Services and Wellbeing Act 2016 (Wales) and CIW Care Standards.

Delivering services for people working within the principles of a ‘Home for Life’ model in an Extra Care facility. Working in partnership with Linc Cymru to support people to maximise their independence whilst enabling people to achieve agreed and positive outcomes.

**PRINCIPAL RESPONSIBILITIES AND ACTIVITIES**:

* Supporting independence of people within the context of their own home.
* Enabling people to access services to achieve their full potential within an independent environment or within a 24 hour care and support residential facility
* Supporting and assisting people with dementia or other cognitive needs within the residential facility of the Extra Care Service.
* Visiting individuals within their own tenancies to support and assist people’s needs according to their Care & Support Plan.
* Enabling people to maximise their own abilities and skill not undertake tasks that the person is capable of safely completing.
* Supporting with personal care tasks (such as washing, toileting and dressing) in accordance with their Care & Support Plan.
* Assisting and supporting people to manage their own medication where appropriate in accordance with the Directorate’s medication Policies/Procedures.
* Undertaking general duties where specified in the Care & Support Plan, to include: maintaining cleanliness of the person’s home; assisting the person to prepare meals or snacks by using the facilities available; assisting with laundry and ironing.
* Actively encouraging people to participate in all aspects of daily activities to meet preferred outcomes.
* Developing and maintaining good working relationships with individuals by getting to know ‘what matters’ to them.
* Maintaining and fostering good communication and working relationships with relevant colleagues, other agencies and informal carers.
* Contributing to the protection and safeguarding of all individuals living within the extra care and report concerns or issues relating to inappropriate practices.
* Contribute to the planning process, preparing reports and attending meeting/reviews as part of key worker role. Maintaining records as required, reporting and recording in an appropriate manner matters relating to people within the facility.
* Taking responsibility for being aware and adhering to the standards, policies and procedures of Bridgend County Borough Council. These include Health and Safety, Risk Assessment and the Code of Professional Practice for Social Care.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Corporate%20Health%20and%20Safety%20Policy%20June%202017.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Childrens IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

# Person Specification

# Social Care Worker

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

| Attributes | **Requirements** | **Essential** | **Method of Evaluation/Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * NVQ/QCF Level 2 Health and Social Care (Adults) or must be prepared to undertake appropriate training (e.g. working towards the QCF Level 2. * Registration with Social Care Wales and to participate in a programme of Continued Personal Development (CPD) which meets the registration requirements of Social Care Wales. * All Wales Manual Handling Passport (Movement of People). * Basic Food Hygiene Certificate). | (√)  (√) | Production of original Qualification Certificates and application form. |
| **Knowledge & Experience** | * Experience of supporting or working with older people and awareness of the importance of maintaining client’s rights: choice, dignity, confidentiality. * Experience of administration of medications. * An awareness of Health and Safety issues within the workplace. * Knowledge of First Aid. | (√) | Interview, application form, reference and selection process. |
| **Skills & Personal**  **Qualities** | * Ability to form constructive working relationships with colleagues. * Ability to communicate clearly and effectively both verbally and in writing. * Ability to relate to people. To show respect and have a non-judgemental attitude. * Ability to work within a team and on own initiative. * Ability to prioritise. * Flexible, motivated and enthusiastic. * Driving licence with access to car for work purposes. * The ability to communicate through the medium of welsh. | (√)  (√)  (√)  (√)  (√) | Interview, application form, reference and selection process. |

**Job Description**

DIRECTORATE: Social Services & Wellbeing

**DEPARTMENT:** Extra Care

**POST:** Night Care Worker

**GRADE OF POST:** GR04

**RESPONSIBLE TO:** Deputy Care Manager

**JOB PURPOSE:**

As a night care worker you will contribute to Bridgend County Borough Council’s delivery of an efficient and effective Independent Living and Residential Extra Care service, whilst meeting the principles of the Social Services and Wellbeing Act 2016 (Wales) and CIW Care Standards.

Delivering services for people working within the principles of a ‘Home for Life’ model in an Extra Care facility. Working in partnership with Linc Cymru to support people to maximise their independence whilst enabling people to achieve agreed and positive outcomes.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

* Attending to personal needs of clients, including personal property.
* Attending to personal care tasks including:- dressing, washing, bathing, feeding and toileting of clients.
* Undertake laundry and ironing duties within the residential facilities as directed.
* Operating electrical equipment and mechanical cleaning and laundry equipment.
* Actively pursuing a personal development plan.
* Cleaning work location.
* Cleaning of kitchen equipment and dishes.
* Completing appropriate paperwork where necessary.
* Participating fully in the rota

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Corporate%20Health%20and%20Safety%20Policy%20June%202017.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Childrens IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

# Person Specification

**Night Care Worker**

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

| Attributes | **Requirements** | **Essential** | **Method of Evaluation / Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * NVQ level 2 in health and social care or be prepared to undertake training to achieve the award * All Wales Manual Handling Passport (Movement of People) * Basic Food Hygiene Certificate | (√) | Production of original qualification certificates, Interview and application form |
| **Knowledge & Experience** | * Experience of care/domestic work. * Experience of working with service users and awareness of the importance of maintaining client’s rights: choice, dignity, confidentiality. * Experience of working as part of a team. * Knowledge of Health & Safety Regulations. * Knowledge of First Aid. * Awareness of departmental policies and procedures. | (√)  (√) | Interview, application form, reference and selection process. |
| **Skills & Personal**  **Qualities** | * Skills in basic household tasks. * Ability to follow support/care plans and procedures i.e. professional, voluntary, leisure activities * Ability to complete and maintain accurate records * Able to liaise with families and external agencies i.e. GP, Care Managers, Community Nurses etc. * Good observation & listening skills * Able to follow and complete delegated tasks * Ability to role model and demonstrate best practice. * Ability to work flexibly and proactively. * Ability to support individuals in a wide variety of situations and or setting * Ability to work flexibly as part of a team on rota to include weekends bank holidays * Hold a full driving licenceor evidence that you are currently learning to drive * Ability to communicate through the medium of Welsh. | (√)  (√) | Interview, application form, reference and selection process. |