



JOB DESCRIPTION

Post: Community Care Worker

Responsible to: Management Staff

1.0 OVERALL OBJECTIVES

- 1.1 To provide care and support to people with a variety of needs enabling them to maintain their aspirations for independent living.
- 1.2 This job description is generic and applies to all community care workers. The duties will be determined by the individual needs of the client being cared for. The context in which care is provided may vary according to the clients living environment.
- 1.3 The care and support provided will be across the geographical area covered by Platinum Support and Care Services.
- 1.4 The care and support provided may be to people with physical needs, sensory disabilities, mental health needs, people of any age group, or a combination of these.

2.0 KEY TASKS

- 2.1 Identify clients' individual care/support needs and through consultation and agreement with the user (and, where appropriate, their immediate family), devise and implement suitable support/care plans to ensure that identified support/care needs are met.
- 2.2 To follow the individual care plan for the client and complete the necessary documentation.
- 2.3 Encourage and support clients to live as fully and independently as possible within the local community. Providing information, emotional and practical support and training as appropriate.

- 2.4 To carry out risk assessments as and when necessary due to the changing needs and aspirations of users.
- 2.5 Ensure compliance with Platinum Support and Care Services policies and procedures
- 2.6 Contribute to the protection of service users from abuse, and support service users when they are distressed.
- 2.7 Liaise with, health and social care professionals, G.P's, O.T's District Nurses Social Workers etc. benefits, welfare and advocacy agencies.
- 2.8 Participate in the training and mentoring of other staff as required.

3.0 PROPERTY MAINTENANCE

- 3.1 Report, order and inspect day to day repairs.
- 3.2 Ensure that fire and other equipment is regularly serviced, tested and complies with health and safety requirements.
- 3.3 Carry out risk assessment and hazard reporting in line with health & safety policy and procedures.

4.0 STAFF & TEAM WORKING

- 4.1 Work within a team, supporting colleagues and attending team meetings.
- 4.2 To undertake all core training required for this post and other training and professional development activities as required.
- 4.3 Undertake other delegated tasks and responsibilities that fall within your capabilities.
- 4.4 To be aware of Platinum Support and Care Services values, Policies & Procedures which are current at any time and always to carry out duties accordingly.
- 4.5 To comply at all times with the legal, contractual and regulatory responsibilities of this Company in relation to the above duties.

MAIN TERMS AND CONDITIONS

Post:	Community Care Worker
Salary Band:	£7.50 (per hour)
Car Policy:	The successful applicant will be expected to be able to travel independently and reasonably efficiently between work locations.
Hours of work:	Hours of work may vary according to needs of service users supported and may be subject to a rota. Sleep-ins may be required in some locations – if this is the case it will be indicated in the staff handbook and a sleep-in allowance is payable.
Flexible working:	Sympathetic consideration will be given to requests for flexible working arrangements, including flexible working hours & part-time working.
Lone working:	This post may require some lone-working. Our lone-working Policy requires employees to carry a personal mobile phone for personal safety reasons whilst lone-working.

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment.

Person Specification

QUALITIES	CRITERIA	HOW ASSESSED
EXPERIENCE	Previous experience of working with people who have support needs (This may include care of family members, voluntary work or paid employment)	Application form, interview, reference.
SKILLS	Listens and communicates effectively	Application form, interview, reference.
	Basic numeracy & reasoning skills	Application form, interview, reference.
KNOWLEDGE AND VALUES	Understanding of and commitment to the values of Platinum Support and Care Services,	Application form, interview, reference.
	Commitment to promoting independent living for clients	Application form, interview, reference.
ATTITUDES	Ability to work on instruction & prioritise work. Ability to work independently.	Application form, interview, reference.
	Ability to work well with colleagues and is familiar with working as part of a multi-disciplinary team	Application form, interview, reference.
	Reacts positively to change & improvements	Application form, interview, reference.
	Courteous & respectful to all customers	Application form, interview, reference.
	Accepts responsibility for own actions	Application form, interview, reference.
	Prepared to carry out a range of activities associated with supporting clients within their own home including personal care, cooking, cleaning, shopping etc.	Application form, interview, reference.
	Responsibility for clients possessions and money which staff may come in contact with. Staff may be required to make purchases for the client using the clients money in accordance with the Company policy.	Application form, interview, reference.