

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Accommodation Services
POST:	Supported Living - Social Care Worker
GRADE OF POST:	GR05
RESPONSIBLE TO:	Team Leaders

JOB PURPOSE:

To work as part of a team providing support for people with a learning disability within their own home and in the community. The role requires a commitment to enabling people to maintain and develop skills, providing support that is personalised to meet individual needs.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To ensure that individuals are encouraged and empowered to express their views and opinion in all areas of decision making.
- To provide support with all aspects of daily living which may include; household and domestic tasks, shopping and diet/food preparation, personal hygiene, dressing and personal appearance.
- To assist in maintaining accurate records i.e. Individuals personal records, house records, communication books, diaries, food and petty cash expenditure.
- To liaise with families, staff and relevant services to maintain a high standard of support and provision of a quality service.
- To participate in supervision sessions and staff development opportunities as agreed by your manager and actively engage in any training in order to maintain your own professional development and enhance competency within your role.
- To be familiar with Health and Safety at Work Regulations, and to ensure effective implementation whilst in work. To carry out and record any safety tests and report any identified fault. To report and where necessary, deal immediately with malfunctioning equipment. To assist and liaise with team members, in maintaining acceptable standards for the maintenance and security of the house.

- To fully understand and observe all matters concerning individuals and staff ensuring that confidentiality and codes of conduct are adhered to at all times.
- To have an awareness, understanding and commitment to Bridgend County Borough Council's operational policies and procedures.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

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 Children's 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 Check

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

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Accommodation Services
POST:	Supported Living - Night Care Worker
GRADE OF POST:	GR04
RESPONSIBLE TO:	Team Leaders

JOB PURPOSE:

To work as part of a team providing support for people with a learning disability within their own home. The role requires a commitment to providing support that is personalised to meet individual needs.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Household and domestic tasks, including cleaning, washing, ironing and diet/food preparation.
- Supporting individuals with all aspects of personal care and providing appropriate responses for any medical emergencies.
- Operating electrical equipment and mechanical cleaning and laundry equipment.
- To maintain accurate records i.e. Individual's personal records, house records, communication books, diaries.
- To participate in supervision sessions and staff development opportunities as agreed by your Team Leader and actively engage in any training in order to maintain your own professional development and enhance competency within your role.
- To be familiar with Health and Safety at Work Regulations, and to ensure effective implementation whilst in work.
- To fully understand and observe all matters concerning individuals and staff ensuring that confidentiality and codes of conduct are adhered to at all times.
- To have an awareness, understanding and commitment to Bridgend County Borough Council's operational policies and procedures.

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Person Specification

Supported Living Social Care Worker / 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	<ul style="list-style-type: none"> Educated to City & Guilds Level 2 Health and Social Care: Core and Practice (Adults) or a predecessor qualification as approved by Social Care Wales or be prepared to undertake training to achieve the award. 	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> Registration with Social Care Wales or requirement to register within 6 months. 	Yes	
Knowledge & Experience	<ul style="list-style-type: none"> An understanding of the issues faced by people with a learning disability. 	Yes	Interview, application form and selection process.
	<ul style="list-style-type: none"> Experience of maintaining accurate written and financial records Demonstrate experience of working as part of a team A basic knowledge of health & safety To be aware of legislation and procedures that relate to abuse and neglect 	Yes	
Skills & Personal Qualities	<ul style="list-style-type: none"> Skills in basic household tasks 	Yes	Interview, application form, and selection process.
	<ul style="list-style-type: none"> Ability to follow support/care plans and procedures i.e. 	Yes	

	<p>professional, voluntary, leisure activities</p> <ul style="list-style-type: none"> • Ability to complete and maintain accurate records • Able to liaise 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 settings. • Ability to undertake training of a physical nature, e.g. PBM, reactive and manual handling. • Ability to work flexibly as part of a team on rota to include evenings, weekends bank holidays, night time support (wake-ins) and sleep-in duties (where required) • Hold a full driving licence or evidence that you are currently learning to drive • The ability to communicate through the medium of Welsh 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
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