

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Residential Care Homes for Older People
POST:	Social Care Worker
GRADE OF POST:	GR05
RESPONSIBLE TO:	Residential Manager

JOB PURPOSE:

Providing care and support to older people' living in a residential care home within Bridgend Borough. Promoting and enabling independence and encouraging service users to make informed choices in line with their Care Plan and Service Delivery Plans.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Meeting the needs of service users in accordance with their plan of care and Risk Assessments.
- Supporting service users in an enabling way, with personal care tasks, which will include washing, toileting and dressing, and non-personal care tasks as required, in accordance with their care and service delivery plans.
- Promoting and enabling independence and encouraging service users to make informed choices.
- Actively pursuing a personal development plan;
- Participating in the preparation of individual provider/service plans for service users.
- Implementing the individual provider/service plans and Risk Assessments for service users.
- Ensuring service users are supported and assisted in the administration of prescribed medication in accordance with the Directorate's medication Policies/Procedures.
- 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 Codes of Conduct of Care Council for Wales.
- Basic preparation and serving of snacks in accordance with food hygiene regulations.
- Completing of appropriate paperwork as necessary to include delegated responsibilities, e.g. shift leader on duty.
- Participating fully in the rota.

- Participating in and contributing to continuous personal development through training, supervision and appraisal as identified by your line manager.

GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/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).

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 (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Educated to City and Guilds Level 2 Health and Social Care: Core and City and Guilds Level 2 Practice (Adults) or a qualification recognised by Social Care Wales or must be prepared to undertake training to achieve the award. • Registration with Social Care Wales or requirement to register within 6 months. • Basic Food Hygiene Certificate. 	<p>(Yes)</p> <p>(Yes)</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with older people and awareness of the importance of maintaining client's rights: choice, dignity, confidentiality. • Experience of manual handling practices. • Experience of administration of medications. • An awareness of Health and Safety issues within the workplace. • Knowledge of First Aid. 	<p>(Yes)</p> <p>(Yes)</p>	Interview, application form, reference and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to form constructive working relationships with colleagues. • Ability to communicate clearly and effectively both verbally and in writing. • Ability to relate with client group. 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. • Commitment to personal development. • 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>Interview, application form, reference and selection process.</p>