

Job description

Staff will be encouraged and supported to see their work in terms of helping people to achieve their goals and desired outcomes and not just to perform the prescribed tasks. The job description is a broad description of the duties a Care Worker will be expected to perform with some examples given for what the main duties actually involve. The exact duties to be carried out for each person with care needs are not limited to those examples, these will set out in a care plan.

At the start of employment; a comprehensive induction training programme will be provided. Staff will not work unsupervised until induction has been successfully completed.

Carers Trust provides support to carers and people with care needs 24 hours a day, 365 days a year. The Care Worker's working pattern will be agreed between them and a senior member of staff.

Job title:	Care Support Specialist
Location:	Working in the community, within client's homes and community visits.
Responsible to:	Care Management Officer / Registered Managers
Salary:	£15,600.00 based on a 30 Hours per week
Benefits:	Travel time and expenses paid (T's & C's apply)

Main aims of the post

To provide support and assistance to carers and people with care needs, on a relief basis when their regular attending staff are on leave. This could include the provision on personal care, social care, and emotional support. Respecting confidentiality in line with data protection regulation and honouring equality, diversity and inclusion need.

Relief Role

1. To provide support for the Care Support Worker team to cover absences.
2. Flexible willingness to work across a week, including weekends as the role dictates.
3. Able to pick up work at short notice, if within your working hours for the week.
 - a. Overtime is available
4. A large portion of work requiring cover will be in advance, flexibility in your working week essential to meet the needs of the organisation.
5. Trained to meet a wide range of needs to support all clients.
6. Expected to be willing to travel to where the need is greatest.
7. Willingness to work with the whole range of clients we support.

Duties to include

1. To assist with personal hygiene, for example helping the person with care needs to have a bath or shower, to go to the toilet or to care for their skin or hair including shaving.
2. To assist with dressing / undressing, giving choice of clothes and personal appearance.
3. To support with their medication.
4. To assist with mobility including use of wheelchairs, hoists etc
5. To prepare meals and drinks and provide assistance with eating / drinking.
6. To assist with a therapeutic programme designed by a medical professional.
7. To provide emotional support, companionship and a safe environment for those in need of supervision and help.
8. To carry out basic first aid and summon emergency services.
9. To report any concerns about abuse or the welfare or safety of any adult or child there is contact with at work to a line manager / nominated person / person on call.
10. To undertake specialised tasks as agreed and after appropriate training, for example, administration of medication by Percutaneous Endoscopic Gastrostomy (PEG), and Oxygen therapy.
11. To support the person with care needs with activities outside their home, for example community activities, sporting activities, shopping or attending medical appointments.
12. To provide support with organised group activities for people with care needs.
13. Support with light household duties, for example: washing up, vacuuming, doing laundry as appropriate.
14. To support the care of pets.

Health and safety

1. To implement, operate and maintain safe systems of work in accordance with Carers Trust Mid Yorkshire policies, procedures and guidance, training and associated risk assessments.
2. To report to your manager any situations or issues for concern relating to reasonably foreseeable risks, incidents (including near misses) and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities).

General

1. To maintain accurate records as directed including but not limited to recording all activities, medication, logging all necessary information within the Care plan or via your personal App via your Mobile phone.
2. To participate in regular One to Ones, Appraisals and Team Meetings
3. To self-manage training compliance by completing online training and attending practical sessions to ensure that mandatory training is kept up to date at all times.
4. To work as part of a team, supporting colleagues and providing a flexible service.

5. To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
6. To work at all times within the philosophy and policies of Carers Trust Mid Yorkshire.
7. To comply with the Health & Safety at Work Act 1974 and with Carers Trust Mid Yorkshire policy, paying particular attention to the reporting of dangerous situations.
8. To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied at all times.
9. To comply with the Code of Conduct.
10. To undertake any other duties that may be considered appropriate with the level of the post and that are set out in the care plan.
11. Full UK Driving Licence and access to own vehicle is essential to the role.

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing care. • Experience of working with vulnerable adults and / or children. 	
Qualifications	<ul style="list-style-type: none"> • Commitment to undertake Health and Social Care training essential to the role including the Care Certificate and Mandatory training. 	<ul style="list-style-type: none"> • Health and Social Care NVQs level 2 or 3 / Health and Social Care Diploma level 2 or 3.
Skills and abilities	<ul style="list-style-type: none"> • Able to develop good working relationships with carers and people with care needs while maintaining appropriate personal boundaries. • Able to work independently and take initiative while working within Carers Trust Mid Yorkshire policies, procedures, guidance. • Able to demonstrate a caring and compassionate nature. • Able to demonstrate good verbal and written communication skills. • Competent to use Mobile Smart phone technology. • Work flexibly for the needs of the organisation. 	
Knowledge	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. 	<ul style="list-style-type: none"> • Understanding of the needs of carers.
Other	<ul style="list-style-type: none"> • To be committed to ongoing Learning and Development • To be committed to safeguarding and promoting the welfare of vulnerable adults and children. • Able to work flexibly across all areas covered by the organisation. Drivers will only be permitted to carry service users if they have held a driving licence for at least one year, have a vehicle insured for Business use and have no more than six points on their licence. • Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. 	

Employment Benefits

Funded by Carers Trust Mid Yorkshire as an investment in our workforce.

- Annual Leave and Absence Payments (increasing with service) *
- Travel Time and Mileage accommodations *
- Ongoing Learning and Development *
- Team Meeting and Supervision payments *

* Conditions apply