



# Nottinghamshire County Council

<b><i>Title</i></b>	<b><i>Department</i></b>	<b><i>Post Ref.</i></b>
<b>Temporary Care Assistant (Care &amp; Support Centres/HMP Lowdham Grange/HMP Ranby) Temporary for 18 months</b>  <b>Grade 2 (scp 9-13)</b>	<b><i>Adult Social Care, Health and Public Protection</i></b>	
<b><i>Job Purpose</i></b>  <p>The post holder will be responsible for providing a range of personal care and re-ablement duties to service users within Nottinghamshire County Council's Care &amp; Support Centres, HMP Lowdham Grange and HMP Ranby. They will contribute to the care and support planning process through observation, communication and liaison with service users, their relatives and significant others, whilst ensuring confidentiality at all times.</p> <p>As an effective and flexible member of the team, the post holder will work closely with other Care Assistants, Senior Care Assistants, Team Leaders and the Team Manager. You will be expected to work to an agreed programme of work with minimum supervision and be able to take appropriate action in the event of an emergency.</p> <p>This post holder will be based within a Nottinghamshire County Council Care &amp; Support Centre, but infrequently will be required to work as a pair to provide personal care, support and re-ablement to prisoner/s at HMP Lowdham Grange and HMP Ranby</p> <p>The post holder will be expected to work to standards, which equate to the Level 2 Diploma in Health and Social Care standards or equivalent.</p>		

**Key Responsibilities**

1. To undertake personal care and re-ablement tasks as described in the Care and Support Plan; including washing, dressing and assistance with mobility, whilst respecting the individual's privacy and dignity.
2. To use any equipment as directed by the Care and Support Plan, once appropriate training has taken place.
3. To contribute verbally to the assessment, planning, implementation and review of Care and Support Plans.
4. To observe and accurately communicate changes in the service user's needs and contribute to the written Care and Support Plan.
5. Where relevant, to assist service user's management of personal resources; including shopping, letter writing, collecting prescriptions and escorting in the community. This will include completing accurate records of associated transactions.
6. To attend staff meetings, receive supervision and training and otherwise contribute to the efficiency of the service.
7. To actively promote service user involvement and empowerment
8. To support service users and others in promoting, developing and maintaining independence.
9. To be able to work in both a residential and prison environment and provide care and support relevant to each situation
10. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally changes of a permanent nature shall be incorporated into the Job Description in specific terms.

**Key Accountabilities**

1. To work to achieve and maintain high standards of quality and efficiency in the services provided by Nottinghamshire County Council and the Adult Social Care, Health and Public Protection Department.
2. To develop and improve personal skills through participation and contribution to formal and informal staff development processes and training. Training will be geared to meet the requirements of the post and the changing business requirements of the Department.
3. To ensure confidentiality in all aspects of communication and information. This includes maintaining strict confidentiality in relation to personal information, including that of service users and other employees, which may become known to you in the course of your work or associated activities.
4. To use allocated resources efficiently and effectively.
5. Participate and assist in performance review systems for Departmental services and measures allied to the supply and monitoring of management information connected with the post holder's field of work
6. To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all.
7. In accordance with relevant legislation, take reasonable care of your health, safety and welfare and that of other persons who may be affected by the performance of your duties.
8. In carrying out their duties, the post holder will be expected to comply and demonstrate commitment to the specific requirements of the County Council's Equal Opportunities Policy. This principle applies equally to all aspects of the role.

**The post holder will perform any duty or task that is appropriate for the role described**

## ***Person Specification***

### ***Education and Knowledge***

1. Understand and appreciate the needs and feelings of people with disabilities and frailty.
2. Understand the nature of confidentiality.
3. Understand the importance of an overall teamwork approach.
4. Understand the importance of promoting good health and safety standards.
5. Be able to communicate clearly and effectively, both verbally and in writing with different people in a range of situations.
6. Demonstrate an interest in caring for and supporting others.
7. Be able to observe situations and report the detail to other staff.
8. Be prepared to work flexibly with a commitment to providing a needs led service
9. Have a basic awareness of equal opportunities.
10. Respect and appreciate each person as an individual.
11. Demonstrate a thoughtful approach to working with people.
12. Be prepared to undertake further training.

### ***Experience***

- Related experience of personal care and domestic tasks.
- Experience of promoting independence
- Work experience in a caring or secure setting is desirable but not essential if the applicant is flexible and willing to learn

### ***Personal skills and general competencies***

1. Foster people's equality, diversity and rights.
2. Promote effective communications and relationships.
3. Promote, monitor and maintain health, safety and security in the workplace.
4. Contribute to the protection of individuals from abuse.
5. Enable individuals to eat and drink.
6. Contribute to the on-going support of individuals
7. Support individuals experiencing a change in their care and support requirements and provision.
8. Enable individuals to maintain and improve their mobility through exercise and the use of mobility appliances.
9. Enable individuals to maintain their personal hygiene and appearance.
10. Enable individuals to access and use toilet facilities.
11. Enable individuals to achieve physical comfort.
12. Promote communication with those who do not use a recognised language format.
13. Monitor and maintain the cleanliness of environments.
14. Support and control visitors to services and facilities
15. Assist in supplying materials and equipment.
16. Contribute to the effectiveness of work teams.
17. Prepare food and drink for service users.
18. Enable individuals to maintain contacts in potentially isolating circumstances.
19. Contribute to the support of service users during developmental programmes and activities.
20. Enable individuals to manage their domestic and personal resources.
21. Enable individuals to maintain their mobility and make

- journeys and visits.
22. Enable individuals to participate in recreation and leisure activities.
  23. Contribute to the moving and handling of individuals to maximise their physical comfort.
  24. Promote communications with individuals where there are communication differences.
  25. Support individuals when they are distressed.
  26. The ability to use the skills and competencies to achieve the above in both a residential and secure setting

***Role Dimensions***

1. To provide a range of personal care duties for service users in the Care and Support Centre, HMP Lowdham Grange and HMP Ranby
2. Contribute to the care and support planning process
3. Maintain standards of cleanliness, health and safety
4. Work to an agreed programme of work
5. Work as part of a team
6. Maintain records relevant to the role

*Please attach a structure chart*

## Care & Support Centre Structure Chart

