


Job Description			
Title: Care Assistant	Department: Adult Social Care, Health & Public Protection	Post Ref	
Grade SCP 9 - 13			
Job Purpose <p>The post holder is responsible for providing a range of personal care duties to Service Users within the base of community setting and for contributing to care planning processes through observation, communication and liaison with Service Users, relatives, their staff and agencies, ensuring confidentiality at all times.</p> <p>As an effective and flexible member of the team and working closely with other Care Assistants, Promoting Independence Workers, Team Leaders and manager, the post holder will be expected to work an agreed programme of work with minimum supervision and be able to take appropriate action in the event of an emergency.</p> <p>The post holder will be expected to work to standards, which equate to NVQ Care Standards Level 2.</p>			
Key Responsibilities <p>Note: This will comprise of other duties not covered by the NVQ 2 Care standard.</p> <ol style="list-style-type: none"> 1. To undertake personal tasks as described in the Care 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 Plan, once appropriate training has taken place. 3. To contribute verbally to the assessment, planning, implementation and review of Care Plans. 4. To observe and accurately communicate changes in the Service User's needs and contribute to the written Care Plan. 		Key Accountabilities <ol style="list-style-type: none"> 1. To work to achieve and maintain high standards of quality and efficiency in the services provided by the Nottinghamshire County Council and the Social Services Department. 2. To develop and improve personal skills through participation in, and contribution to, formal and informal staff development processes and training geared to meet the requirements of the post and the changing business requirements of the Department. 3. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council Policy and relevant legislation. This included maintaining strict confidentiality in relation to 	

<p>5. To assist Service User's management of personal resources including shopping, letter writing, prescription collection and escorting, including accurate records of associated transactions.</p> <p>6. To attend staff meetings, receive supervision and training and otherwise contribute to the efficiency of the service.</p> <p>7. To actively promote Service User involvement and empowerment.</p> <p>8. To maintain individuals and others in promoting, developing and maintaining independence.</p> <p>9. 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.</p> <p>NB: The balance of tasks on night duty will be domestic in nature.</p>	<p>personal information (included that of service users and other employees) which may become known to you in the course of your work or associated activities.</p> <p>4. To use allocated resources efficiently and effectively and to participate and assist in performance review systems for Departmental services and other measures allied to the supply and monitoring of management information connected with the post holder's field of work.</p> <p>5. To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare, and that of other persons who may be affected by the performance of your duties.</p> <p>6. In carrying out the duties and responsibilities set out within the Job Description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of the County Council Equal Opportunities Policy. This principle applies equally to all aspects of the role.</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification	
<p><i>Education and Knowledge</i></p> <p>1. Understanding and appreciation of the needs and feelings of people with physical disabilities.</p>	<p><i>Personal skills and general competencies</i></p> <p>Note: 1 - 4 will comprise of the mandatory NVQ 2 care units 5 – 26 will comprise of the optional NVQ 2 units</p>

<ol style="list-style-type: none"> 2. Understands the nature of confidentiality. 3. Understands the importance of an overall teamwork approach. 4. Understands the importance of promoting good health and safety standards. 5. Ability 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 others. 7. Able to observe situations and report the detail to other staff. 8. Prepared to work flexibly with commitment to a needs led service for disabled people. 9. Basic awareness of equal opportunities. 10. Respect and appreciate each person as an individual. 11. Thoughtful approach to working with people. <p>Prepared to undertake further training.</p>	<ol style="list-style-type: none"> 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 clients to eat and drink. 6. Contribute to the on-going support of clients and other significant to them. 7. Support individuals experiencing a change in their care requirements and provision. 8. Enable clients to maintain and improve their mobility through exercise and the use of mobility appliances. 9. Enable clients to maintain their personal hygiene and appearance. 10. Enable clients to access and use toilet facilities. 11. Enable clients to achieve physical comfort. 12. Promote communication with those who do not use a recognised language format. 13. Monitor and maintain cleanliness of environments. 14. Support and control visitors to services and facilities
<p>Experience</p> <ol style="list-style-type: none"> 1. Related experience of household tasks 	

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| | <ul style="list-style-type: none">15. Assist in supplying materials and equipment.16. Contribute to the effectiveness of work teams.17. Prepare food and drink for clients.18.Enable clients to maintain contacts in potentially Isolating circumstances.19 Contribute to the support of clients during development programmes and activities.20.Enable individuals to manage their domestic and personal resources.21.Enable their clients to maintain their mobility and make journeys and visits.22.Enable their clients to participate in recreation and leisure activities.23.Contribute to the movement and handling of individuals to maximise their physical comfort.24.Promote communications with individuals where there are communications differences.25. Support individuals when they are distressed. |
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