Nottinghamshire County Council

Title DRAFT Hub Enablement Worker	***Department*** **ASCH**	***Post Ref.***

Job Purpose

To deliver day opportunities activity and undertake personal care and support. This will include work within community hubs, specialist services and in the community.

Key Responsibilities

1. To provide a range of assistance and support in response to the day to day personal, physical, and emotional needs of people in a manner that always respects the dignity of the person and relate to people in a manner which is sensitive to age, disability, sexuality, gender and cultural origin.as described in care plans.
2. To positively support individuals within a risk management framework and to escalate any risks or unresolved difficulties.
3. To contribute to the completion of care plans based on effective consultation with people that use day opportunities, carers, specialist workers and other relevant agencies.
4. To comply with the departmental health and safety policies and to understand individual responsibility with regard to legal requirements of health and safety.
5. To follow departmental practice guidance, policies and procedures.
6. To deliver of a wide range of day to day activities and support in accordance with care plans and our quality assurance framework.
7. To work with people on a 1:1 or in groups at a base or out in the community within a geographical area.

Key Accountabilities

1. Accountable for supporting people who use day opportunities in promoting, developing, and maintaining independence and in meeting their outcomes.
2. Accountable for contributing to the ongoing, review & monitoring of Care Plans and Risk Assessments whilst ensuring quality standards are achieved.
3. Accountable for using equipment as directed by the care plan, once appropriate training has taken place, and be able to assist in the handling of people and inanimate objects.
4. Respond appropriately to crisis and emergency situations and report any incidents arising as soon as possible.
5. Engage in and attend staff meetings, undertake training, and contribute to the performance of day opportunities.
6. Ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council Policy and relevant legislation. This includes maintaining strict confidentiality in relation to personal information of people who use and work in day opportunities.

8. To undertake medication administration as required, recording procedures in line with the medication policy. 9. To escort vehicles as authorised and transport people that use day opportunities. 10. To provide cover and assistance in respect of staff absence and other requirements as appropriate within a geographical area. 11. To engage and communicate effectively with carers, relatives, specialist workers, support groups, people that use day opportunities and legal representatives as appropriate. 12. To carry out all day opportunities activity and responsibilities with a positive attitude and in line with our practice framework.	

Person Specification: Day Opportunities Facilitator	
Education and Knowledge 1. Professional care qualification or equivalent. The postholder will have a care qualification or be expected to work to standards which equate to Level 2 Diploma in Adult Care and the Care Certificate 2. Knowledge/appreciation of people living the life they want and what matters to them. 3. To have a basic level of ICT skill.	***Personal skills and general competencies*** 4. Sets an excellent example of professionalism towards others in line with NCC Code of conduct policy. 5. Works efficiently and effectively and actively looks for ways of improving day opportunities and outcomes for people who use the service. 6. Works well with colleagues but also able to work on their own initiative. 7. To be able to support and help people with their personal care needs in a manner that always respects the dignity of the person in line with their care plan and within our quality assurance practice standards. 8. To be able to communicate effectively with people who use day opportunities. 9. To be able to communicate effectively, both verbally and in writing, with the staff team, with other professionals and carers and stakeholders. 10. To maintain and contribute to day to day running records and documentation as required. 11. To actively promote involvement and empowerment. 12. To support people with complex needs and/or behaviours of concern.
Experience 18. Experience of working directly with adults, individuals, or groups.	

	13. Shares the Councils commitment to providing a safe environment for all people who use day opportunities, staff, and the public. 14. To use basic ICT systems safely and as appropriate to the level of the post. 15. High level of punctuality and attendance 16. To prioritise and organise workload. 17. To work flexibly to deliver extended day opportunities

- ***Role Dimensions***
- To work within practice standards to ensure the delivery of quality day opportunities.
- To listen to and engage with people, carers and partners working with them to ensure care plans support needs responsibly and appropriately understanding their outcomes whilst using day opportunities.

Please attach a structure chart

DATE: August 2024