

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Care Worker</b>
<b>Reports to:</b>	<b>Operations Manager, Senior Care Officer, Manager, Deputy ( dependent on area of service)</b>
<b>Unit:</b>	<b>Adults Provider Services</b>

#### **Purpose of the Job:-**

- To work as part of a team to provide a flexible range of residential, short breaks, or outreach support care for service users, which may include services to support the needs of carers.
- To provide personal, practical and emotional care to people who use our services, these people may have a learning, mental or physical health disability which can include complex needs such as self-neglect, at risk of abuse, challenging behaviours and communication difficulties.
- To work as part of a team to provide a flexible range of services to people who use the service.

#### **Principal Accountabilities:-**

1. To support service users with their personal and emotional care needs, whilst respecting their dignity and maximising their independence.
2. To assist service users with the administration of medication within policy guidelines.
3. To develop own knowledge and practice through attending supervision, meetings and training sessions as identified by the line manager.
4. To complete and maintain records in relation to the care of the service user.
5. To embrace the Council's Equalities & Inclusion Policy and promote the equality, diversity and rights of service users.
6. To adhere to the Council's Health, Safety & Wellbeing Policy.
7. To take part in providing for service users as homely a living situation as possible. This may include taking part in a range of domestic activities including cooking, cleaning and shopping.
8. To take part in the planning and preparation of daily activities/tasks.
9. To lead shifts once appropriately trained and inducted.

10. To meet the emotional demands of caring for a service user.
11. To work as part of a team.
12. To demonstrate a commitment to personal development through training and a willingness to undertake QCF training.
13. Ability to work on a professional basis adhering to professional boundaries and working within guidelines.
14. To work flexibly on a team based 24 hour rota including sleep-ins, weekend work and unsociable hours. To work flexibly across the service when required to.

### **Equality**

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

### **Health & Safety**

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

### **General**

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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**PERSON SPECIFICATION**

**Job Title:** Care Worker – Care Crew  
**Grade:** Scale 3  
**Department:** Families, Children and Learning & Adult Social Care  
**Section:** Older Peoples and Learning Disability Accommodation Services

	<b>ESSENTIAL CRITERIA</b>	<b>Method of Assessment: (A= Application Form; I = At Interview; T= Test)</b>
<p><b>Experience</b></p> <p><b>Skills and Abilities:</b></p> <p><b>Equalities:</b></p> <p><b>Other Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Experience of working within a team</li> <li>• Literacy Skills to record observations and Numerical skills to operate service unit and service users finances</li> <li>• Ability to attend to personal care needs of service users.</li> <li>• Good communication skills including verbal and written Ability to work unsupervised on occasions.</li> <li>• A responsible attitude towards work.</li> <li>• Ability and Willingness to respond flexibly to a wide range of duties encompassed by the job</li> <li>• Ability to undertake training and a willingness to work towards a qualification</li> <li>• Ability to work in a person centred way that respects the rights and wishes of service users</li> <li>• Basic ICT skills</li> <li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities &amp; Inclusion Policy.</li> <li>• Commitment to acquiring awareness and knowledge of Health and Safety policy and</li> </ul>	<p align="center"><b>A&amp;I</b></p> <p align="center"><b>T</b></p> <p align="center"><b>A&amp;I</b></p> <p align="center"><b>A,I&amp;T</b></p> <p align="center"><b>A&amp;I</b></p> <p align="center"><b>I</b></p> <p align="center"><b>I</b></p> <p align="center"><b>A&amp;I</b></p> <p align="center"><b>I</b></p> <p align="center"><b>I</b></p> <p align="center"><b>A&amp;I</b></p>

	practice as it applies in their area of work	
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