

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Home Care Support Worker - Lower

REPORTS TO: Senior Care Officer

DEPARTMENT: Health, S.E.N and Disability

SECTION: Families, Children and Learning

PURPOSE OF JOB

To provide short term, long term and/or outreach support to children & young people with learning disabilities, physical disabilities and/or challenging behaviour.

To meet the complex needs of the children & young people in a safe environment, increasing independence skills while positively supporting challenging behaviour in order to fulfil the individual's potential

PRINCIPAL ACCOUNTABILITIES

All Levels

1. To implement packages of support and behaviour management guidelines in partnership with home, school, social workers and health care agencies; to manage challenging behaviour which may be severe and complex i.e. Self injurious behaviour, physical aggression, verbal abuse or intentional targeting of others
2. To understand and promote safeguarding and child protection procedures for young people; supporting a young person's self image and independence, building relationships with families and carers throughout complex family circumstances
3. To support children & young people in all aspects of personal or intimate care and health tasks including administering regular and /or emergency medication, managing a gastrostomy, changing continence items and arranging/accompanying a young person to a medical appointment as appropriate.

4. To support children & young people ensuring their physical, intellectual, emotional and social needs are met and optimising opportunities for play, leisure and learning pursuits
5. To undertake a range of domestic tasks to provide a clean and safe and homely environment, this will include cleaning and shopping. To take responsibility for the maintenance of transport, resources and equipment. To provide freshly prepared nutritious meals that meet dietary requirements
6. To plan, co-ordinate and undertake stimulating activities which may require adjustment to enable all young people to access an opportunity or experience. To understand barriers to disabled young people and promote inclusion in the local community, increasing independence and providing varied and enjoyable experiences.
7. To utilise and encourage the use of a range of communication systems with children & young people that use alternative methods of communication i.e., Makaton, Pecs, Voca (voice assisted communication aid). To communicate and consult with young people who have complex and severe learning difficulties.
8. To undertake a Lead Support Worker role with responsibility for planning to manage risks, maintain records, write reports, and attend reviews and meeting and liaising with families / carers and other agencies. To be responsible for the care planning and consultation with a key child
9. To understand and implement a range of procedures and corporate policies and guidance within a legal framework. To ensure the recording and monitoring of incidents, sanctions and physical interventions with young people and liaise on behalf of the young people within the service.
10. To work as part of a team, undertaking shift work patterns, weekends, sleep-ins, nights or unsociable hours. To work independently as well as alongside others particularly when managing challenging behaviour, using of hoists or moving & handling.
11. To actively participate in team meetings, supervision and staff development programmes and training, both mandatory and developmental
12. To uphold the Council's policies for anti-discriminatory practice and equality

13. All staff may be required to work in other units as directed to provide a flexible and comprehensive programme to care to individuals.
14. Night time workers are required to be awake throughout the night and support the young people in their individual routines.

ADDITIONAL PRINCIPAL ACCOUNTABILITIES.

At Level 2

A Home Care Support Worker must have successfully completed the Council's Probationary/employment support period and achieved a QCF Level 3 Diploma For Residential Childcare or other relevant qualification.

A Home Care Support Worker must be able to evidence the necessary competency and skills via the employee's most recent Appraisal & Development Review (PDP). The employee must have a satisfactory attendance and disciplinary record

- I. **To be responsible for planning and leading a shift / activities for young people. To organise staff and delegate tasks ensuring daily duties, arranging cover for rota, transportation, medication administration, specific young people's needs and recording is all effectively completed.**
- II. **To be responsible for handling petty cash, valuables and be accountable for keeping Council Finance records of spending.**
- III. **In the absence of Senior Staff, HCSW at Level 2 are responsible for understanding, reporting and liaising regarding any Schedule 5 event or notification (Children's' Homes Regulations 2001), i.e. *additional information to be included in the Statement of Purpose where children are accommodated.***
- IV. **To be responsible for developing individual support plans and behaviour strategies for key children.**
- V. **To provide and receive complex and sensitive information relating to young people.**
- VI. **To understand the social, physical and emotional needs of the young people and relevant legislation, acquired through training and experience.**

You must be prepared to implement the Council's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Council's Equalities Policy.

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.

You will be required to undertake such other duties appropriate to the grade and character of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this 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. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Home Care Support Worker – Lower

SECTION: Children’s Disability Service

DEPARTMENT: Families, Children & Learning

CRITERIA	ESSENTIAL CRITERIA
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Some understanding of childcare/child development. • Good interpersonal skills. • Ability to communicate with disabled children. • Be in good health and be able to safely undertake manual handling tasks. • Ability to work as part of a team and also be able to use own initiative. <p>At Level 2</p> <ul style="list-style-type: none"> • Understand the range of procedures and legislation relating to the service and young people • To understand the social, physical and emotional needs of disabled young people • Ability to effectively delegate tasks • Ability to plan activities and sessions utilizing risk assessments and understanding individual needs • A clear understanding of the financial procedures to be responsible for managing daily cash.
Experience	<ul style="list-style-type: none"> • Experience of working directly with children in a similar setting. <p>At Level 2</p> <ul style="list-style-type: none"> • Experience of working in stressful circumstances i.e., challenging behaviour, complex health or medication administration • Experience of planning an activity or outing for young people. • Experience of communicating and dealing effectively with external parties

Personal Attributes	<ul style="list-style-type: none"> • Flexibility/adaptability to work shifts at weekends. • Able to cope with challenging behaviour, i.e. be calm and tolerant. • Ability to reflect on own practice and that of others and to identify learning needs. • Understand the physical, mental and emotional requirements of the role
Education and Qualifications	<ul style="list-style-type: none"> • Childcare to QCF Level 3 (or relevant equivalent qualification), or a willingness to work towards it. <p>At Level 2</p> <ul style="list-style-type: none"> • Successful completion of QCF level 3 or relevant equivalent qualification
Equal Opportunities	<ul style="list-style-type: none"> • To be able to demonstrate a commitment to the principles of Equal Opportunities and be able to carry out duties in accordance with that policy.