

JOB DESCRIPTION

JOB TITLE: Relief Home Care Support Worker

REPORTS TO: Senior Care Officer for Care Crew

DEPARTMENT: Children, Families & Learning

SECTION: Health, SEN and Disability

PURPOSE OF JOB

To work as part of a team to provide a flexible range of services to children and families who use their service. To care and support the children and young people in a safe environment, to include managing behaviour and increasing independence skills in order to fulfil the individual's potential.

PRINCIPAL ACCOUNTABILITIES

1. To provide direct care, support and advice as required by individual children under the direction of the shift leader.
2. To take part in all aspects of physical, emotional and practical support of individual children in partnership with carers and as directed by the shift leader.
3. To assist the children in learning social skills and developing independence appropriate to their age and ability. To promote a child's health, safety and rights as well as a positive self-image.
4. To take part in providing for residents as homely a living situation as possible. This will include taking part in a range of domestic activities such as cooking, cleaning, shopping and home maintenance.
5. To utilise, develop and encourage the use of appropriate communication systems with children and young people who use alternative methods of communication, i.e. behaviours, challenging behaviour, Makaton and PECS (Picture Exchange Communication System)
6. Assist the Practice Manager in providing written records, communicating with families and other agencies.
7. Involving children in a wide range of stimulating and creative activities both indoors and outdoors using local facilities.
8. Attend Staff Development programmes, supervision and team meetings as required.

9. Ensure that all incidents, accidents and complaints are recorded, individual guidelines and organisation practices are adhered to.
10. To be part of a team, this may include unsociable hours, sleep-ins and waking nights.
11. All staff may be required to work in other units as directed to provide a flexible and comprehensive programme to care to individuals.
12. Night time workers are required to be awake throughout the night and support the young people in their individual routines.

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: Relief Home Care Support Worker (Care Crew)

SECTION: Integrated Children's Disability and Development Service

GRADE: Home Care Support Worker (Scale 3)

DEPARTMENT: Children, Families & Schools

CRITERIA	ESSENTIAL CRITERIA
Knowledge, Skills and Abilities	• Some understanding of building positive relationships with a child or disabled person. • Ability to communicate with disabled people. • To be able to safely undertake moving and handling tasks. • Ability to work and communicate as part of a team and also be able to use own initiative.
Experience	• Experience of working directly with children or people with a Learning Disability or an interest in this area of work.
Personal Attributes	• Flexibility/adaptability to work various shifts • Able to cope with challenging behaviour, ie be calm and tolerant. • Ability to reflect on own practice and attend supervision meetings.
Education and Qualifications	• Basic skills in numeracy and literacy. • NVQ/QCF level 2 / 3 Caring for Children and Young People or a willingness to work towards it.

Equal Opportunities	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.
	DESIRABLE CRITERIA
Driving	A clean driving licence and a willingness to drive young people to and from activities.