

## BRIGHTON & HOVE CITY COUNCIL

### JOB DESCRIPTION

<b>Job Title:</b>	Home Care Support Worker
<b>Reports to:</b>	Care Support Manager
<b>Department:</b>	Adult Social Care
<b>Section:</b>	Independence at Home

#### Purpose of the Job

Community Short Term Services Independence at Home service provides a personal approach to helping individuals who find themselves unable to manage day-to-day tasks at home.

We support people to learn to do something in a different way to increase independence and confidence.

The primary function is to provide ongoing assessment, support and goal setting for up to six weeks.

- To provide an intensive re-enabling service for service users, with the aim of restoring independence on daily living skills.
- To provide intermediate care to service users with the aim of facilitating hospital discharges and preventing unnecessary hospital admissions.
- To provide emotional and personal care to people who are dying and wish to be at home. This may include services to support the needs of carers.
- To provide practical/personal support to people identified as having complex needs, e.g. self neglect, at risk of abuse, challenging behaviour, volatile situations where ongoing assessment and case management is required.

#### Principal Accountabilities

- To support service users with their personal and emotional care needs, whilst respecting their dignity and maximising their independence. Such tasks may include dressing, washing, bathing and assistance with food.
- To assist service users in regaining the ability to carry out shopping tasks.
- To assist service users with the administration of medication within policy guidelines.
- To assist service users in administering their financial affairs in accordance with departmental policy.
- To facilitate service users to undertake a range of social duties to enable the service user to maintain contact with friends and family and to engage in community based activities.

- To support service users during their admission to hospital, residential care or day services. This may include escorting service users as appropriate.
- To provide relief to the carers of service users by undertaking the duties above.
- To respond effectively and actively to complaints from service users and carers by following departmental policy.
- To develop own knowledge and practice through attending supervision meetings and training sessions, as identified by the line manager.
- To contribute to the development and effectiveness of Home Care teams through attendance at team meetings.
- To contribute to the provision, development and review of care plans, by supporting an interagency approach to delivering individualised care, by following programmes set by physiotherapists, occupational therapists, dieticians and district nurses, and to work alongside other professionals and colleagues to provide a comprehensive care programme.
- To complete and maintain records in relation to the care of the service user and to contribute to ongoing assessment, through recording progress and changes.
- Taking the lead as key worker in liaison with users, colleagues, family, and other professionals in ensuring integrated quality care is provided.
- Attending and contributing to reviews/case conferences.
- To embrace the Council's Equalities Policy and to promote the equality, diversity and rights of service users.
- To adhere to the Council's and Directorate's Health and Safety Policy.

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.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The role requires training during induction, and then following induction further training to maintain essential competencies and for continuing professional development. You may be required to attend training outside your normal working hours and working patterns.

**BRIGHTON & HOVE CITY COUNCIL****PERSON SPECIFICATION**

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**Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Commitment to personal development through training including undertaking an Apprenticeship Level 2 qualification in Care or equivalent.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in providing care (paid/unpaid/voluntary/personal)</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to work professionally/confidentially</li> <li>• Ability to build good relationships with people from different backgrounds</li> <li>• Good written skills – to be able to write clear accurate care records</li> <li>• Good number skills – to be able to calculate medication doses accurately</li> <li>• Ability to work on own initiative and unsupervised</li> <li>• A caring and empathetic approach</li> <li>• Ability to work flexibly according to the needs of the service user and respect others dignity and choices</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• An understanding of and commitment to equalities</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability and a willingness to undertake the required training</li> </ul>