

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Home Care Support Worker

REPORTS TO: Manager, Deputy Manager

DEPARTMENT: Families, Children and Learning

SECTION: Learning Disability: Accommodation & Short breaks Service

PURPOSE OF 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 practical/personal care to people with a learning disability who may also have complex needs such as self neglect, at risk of abuse, challenging behaviour, communication difficulties.
- To act as a keyworker to review and update support plans and liaise with colleagues, families and other professionals

PRINCIPAL ACCOUNTABILITIES

1. To actively support the emotional, physical and practical needs of service users to minimise challenging behaviour, maintain physical and mental health and promote independent living skills, including their participation in a wide range of practical and creative activities that enables them to live full and active lives and maintain contact with family and friends.
2. On a rota basis, and in the absence of the manager (Manager, Deputy Manager), lead a shift of other support staff, which may include other Home Care Support Workers, Care Workers, relief and agency staff and new recruits to ensure continuity of care for all service users. This could include: delegating tasks, providing direction and guidance, administering and recording medication where clear criteria are provided for guidance, recording incidents, dealing with medical emergencies, admissions to hospital where this is appropriate, dealing with in-house maintenance problems etc.
3. To develop service users skills across a range of domestic tasks e.g. cooking, shopping, home maintenance, with attention to individual dietary, occupational needs and preferences, to achieve a quality environment.

4. To work with other professionals, service users' families and advocates to provide comprehensive and integrated individual support plans.
5. To act as a Key-worker and co-ordinator of a service user's support package.
6. To write accurate and timely records and reports about progress and changes in the care of service users for ongoing assessment, to meet service standards and statutory requirements according to corporate policy, guidelines and legal framework.
7. To support service users to receive their medication, according to policy guidelines.
8. To be accountable for service unit petty cash transactions and for operating service users finances, and financial records according to policy guidelines.
9. 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.
10. To work within agreed policies, procedures and legislative frameworks and be able to process new corporate work practices and service specific information.
11. To participate in supervision and mandatory developmental training identified by line management; to continuously update and develop knowledge and good practice.

Equalities

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

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.

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.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title: Home Care Support Worker

Department: Families, Children and Learning

Section: Learning Disabilities: Accommodation & Short Break Service

	ESSENTIAL CRITERIA	Method of Assessment: (A= Application Form; I = At Interview; T= Test)
Job Related Knowledge	<ul style="list-style-type: none">Knowledge in Social Care equivalent to QCF level 2 Diploma in Health and Social Care and/or experience of working with people with support needs	A
Experience	<ul style="list-style-type: none">Knowledge of recent legislation acquired through training and experienceExperience of giving practical help to meet personal care needs of service users.Experience of establishing and working within guidelinesExperience of working within a team.	I A&I A&I
Skills/Abilities	<ul style="list-style-type: none">Experience of Dispensing and Administering Medication to service usersThe ability to lead shifts once trained and inducted. This will include delegating tasks to other staffLiteracy skills to record observations, write reports, letters, support plans and review documents and numerical skills to operate service unit and service users' financesGood communication skills and an understanding of communicating with adults who have a range of learning disabilities and challenging behaviourThe ability to support service users who have	A I A&I T A&I I

Equalities	<p>challenging behaviours</p> <ul style="list-style-type: none">• To have good IT skills such as word processing and use of email• 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 Inclusive Council Policy.	<p>A</p> <p>I</p>
-------------------	--	---------------------------------