

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Glyn Cynffig Hostel
POST:	Social Care Worker
GRADE OF POST:	GR06
RESPONSIBLE TO:	Manager

JOB PURPOSE:

Providing support on a flexible basis to people with a Mental Health problems who stay at Glyn Cynffig or are living in their own homes.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Working on a one-to-one basis with people who are experiencing mental health problems, enabling them to gain skills necessary for independent living.
- Monitor progress on the implementation of individual plans, recording such monitoring as required.
- Assist people to register with a Doctor and Dentist of their choice, supporting them during visits if they need or wish it.
- Assist people to maintain a high standard of personal/domestic hygiene and to be aware of and advised on personal health.
- Attend supervision, staff development and training programmes as agreed with your Manager.
- Record all financial transactions relevant to Petty Cash, in line with Financial Regulations.
- Support people to participate fully in social/recreational activities.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check (Where Applicable)

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Social Care Worker

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • QCF Level 3 in Health and Social Care (Adults) or must be prepared to undertake appropriate training (e.g. working towards the QCF Level 3. 	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> • Registration with Social Care Wales or requirement to register within 6 months. 	Yes	
Knowledge & Experience	<ul style="list-style-type: none"> • Understanding or experience of working closely with mental health people in relation to personal and complex issues. 	Yes	Interview, application form and selection process.
	<ul style="list-style-type: none"> • Awareness of the importance of maintaining client's rights: choice, dignity, confidentiality. 	Yes	
	<ul style="list-style-type: none"> • Experience of administration of medications. 		
	<ul style="list-style-type: none"> • An awareness of Health and Safety issues within the workplace. 		
	<ul style="list-style-type: none"> • Knowledge of First Aid. 		
Skills & Personal Qualities	<ul style="list-style-type: none"> • An ability to work closely with people in relation to personal and complex issues, whilst preserving the dignity and rights of the individuals. 	Yes	Interview, application form, and selection process.
	<ul style="list-style-type: none"> • An ability to communicate effectively – verbal/written. 	Yes	

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • An ability to communicate effectively with parents/carers, multi-disciplinary team and other professionals. • An ability to offer support to individuals in a wide variety of accommodation settings. • A sensitive approach to Service User needs. • Committed and motivated • Creative, assertive and forward thinking. • Ability to receive instruction. • Ability to work pro-actively. • Ability to work on one's own as well as a team member. • Ability to be flexible with regards to working patterns. • Ability to communicate through the medium of Welsh 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	