

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Provider Services – Complex Needs / Glyncynffig Young Persons Services
<b>POST:</b>	Young Persons Support Worker
<b>GRADE OF POST:</b>	GR06
<b>RESPONSIBLE TO:</b>	Senior Manager

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### **JOB PURPOSE:**

To work as part of a team providing support for young people who have experienced Adverse Childhood Experiences and trauma.

To actively enable young people to develop emotional resilience and life skills by providing support that is personalised to meet individual needs.

The role requires a commitment to the implementation of a holistic and therapeutic model of support which places an emphasis on decreasing dependency on traditional models of support and statutory services

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Contribute to, and implement the principles and procedures of Applied Behavioural Analysis including functional assessment processes and individual programmes for each young person
- To develop positive engagement with young people that enables them to recognise and articulate their unmet needs and work towards resolving these
- To ensure solution focused principles and methods of support are embedded in own practice
- To provide high quality support, care and advice that focuses on individuals strengths and goals and is delivered in a person centred way that promotes active engagement, harm reduction and individualised planning
- Encourage and support individuals to actively participate and integrate into their local community including training, leisure and employment

- To provide support with all aspects of daily living and skills teaching which may include; household and domestic tasks, financial management, shopping and diet/food preparation, personal hygiene, etc.
- To assist in maintaining accurate information e.g. person centred planning and outcomes, finances, communication systems
- To liaise with families, staff and relevant services to maintain a high standard of support and provision of a quality service.
- To participate in supervision sessions and staff development opportunities as agreed with your line manager and actively engage in any training in order to maintain your own professional development and enhance competency within your role.
- To fully understand and observe all matters concerning people you support and staff ensuring that confidentiality and codes of conduct are adhered to at all times.
- To have an awareness, understanding and commitment to Bridgend County Borough Council's operational policies and procedures.

## Person Specification

### Young Persons Support 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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• QCF level 3 Diploma in Health and Social Care (Adults) Wales and Northern Ireland or predecessor qualification or be prepared to undertake training to achieve the award.</li> <li>• Registration with Social Care Wales or requirement to register within 6 months.</li> <li>• Willingness to undertake in-house training associated with the role.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Understanding of the principles and expected outcomes to be delivered linked to the Social services &amp; Wellbeing Act (Wales).</li> <li>• An understanding of the issues faced by young people who have experienced Adverse Childhood Experiences and trauma.</li> <li>• Experience of maintaining accurate written and financial records</li> <li>• Demonstrate experience of working as part of a team</li> <li>• A basic knowledge of health &amp; safety</li> <li>• To be aware of legislation and procedures that relate to abuse and neglect</li> <li>• Experience of providing information in appropriate formats.</li> </ul>	<p>Yes</p>	<p>Interview, application form and selection process.</p>
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Positive attitude and high level of motivation when supporting young people to achieve positive outcomes</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection</p>

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> <li>• Ability to develop a rapport with young people through active listening and the implementation of person centred approaches</li> <li>• Ability to implement trauma informed interventions and approaches</li> <li>• Ability to work as part of a team and lone work both at the individuals home and in the community</li> <li>• Interpersonal and team working skills, including confidence and assertiveness with a 'can do' attitude</li> <li>• Ability to use IT systems effectively</li> <li>• Excellent verbal and written communication skills with the ability to engage with individuals, colleagues, managers and other relevant professionals</li> <li>• Ability to work flexibly including evenings, weekends, bank holidays, wake-in nights and sleep ins when required</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p style="text-align: center;">Yes</p>	<p>process.</p>

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing Directorate
<b>DEPARTMENT:</b>	Adult Social Care / Provider Services – Support at Home / Ty Cwm Ogwr
<b>POST:</b>	Night Care Worker
<b>GRADE OF POST:</b>	GR04
<b>RESPONSIBLE TO:</b>	Residential Manager

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### **JOB PURPOSE:**

Undertaking direct care tasks and general domestic duties in line with current health and safety and food hygiene regulations.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Attending to personal needs of clients, including personal property.
- Attending to personal care tasks including: - dressing, washing, bathing, feeding and toileting of clients.
- Actively pursuing a personal development plan.
- Cleaning work location.
- Operating electrical equipment and mechanical cleaning and laundry equipment.
- Cleaning of kitchen equipment and dishes.
- Completing appropriate paperwork where necessary.
- Participating fully in the rota.

## **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

### Night 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 (√).

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>No formal qualifications are required but must be prepared to undertake appropriate training (working towards City &amp; Guilds Level 2 Core and Level 2 Practice (Adults)).</li> <li>All Wales Manual Handling Passport (Movement of People).</li> <li>Basic Food Hygiene Certificate).</li> </ul>	(√)	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of manual handling.</li> <li>Experience of care/domestic work.</li> <li>Experience of working with older people and awareness of the importance of maintaining client's rights: choice, dignity, confidentiality.</li> <li>Experience of working in small and large teams.</li> <li>Awareness of departmental policies and procedures.</li> <li>Knowledge of Health and Safety Regulations.</li> <li>Knowledge of First Aid.</li> </ul>	(√) (√)  (√)	Interview, application form, reference and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to relate with client group.</li> <li>Ability to communicate</li> </ul>	(√) (√)	Interview, application form, reference and

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Skills &amp; Personal Qualities (Continued)</b>	<p>effectively – verbally and written.</p> <ul style="list-style-type: none"> <li>• Literacy and numeracy.</li> <li>• Ability to work within a team and on own initiative.</li> <li>• Ability to prioritise.</li> <li>• Ability to provide personal care whilst preserving the dignity and rights of clients.</li> <li>• An awareness of Health and Safety issues within the workplace.</li> <li>• Flexible, motivated and enthusiastic.</li> <li>• Ability to show patience and respect.</li> <li>• Ability to be sensitive, kind and caring with a non-judgemental manner.</li> <li>• Ability to be reliable, responsible and accountable.</li> <li>• Ability to carry out safe manual handling practices.</li> <li>• Commitment to personal development.</li> <li>• Empathy to the needs of older people.</li> <li>• Ability to communicate through the medium of Welsh.</li> </ul>	<p>(√)                  (√)                    (√)                      (√)                    (√)</p>	<p>selection process. Interview, application form, reference and selection process.</p>