

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care
POST:	Home Care Worker
GRADE OF POST:	GR05
RESPONSIBLE TO:	Home Care Team Leader

JOB PURPOSE:

To provide support to people living in their own homes in accordance with their Care and support Plan.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supporting people in an enabling way, with personal care tasks, which may include washing, toileting and dressing, and non-personal care tasks as required, in accordance with their care & support plan
- Promoting and enabling independence and encouraging people to make informed choices.
- Taking responsibility for being aware of and adhering to the standards, policies and procedures of Bridgend County Borough Council. These include Health and Safety, Risk Assessment and the Codes of Professional Practice Social Care Wales and Bridgend County Borough Council
- Participating fully in the home care rota, including evenings, weekends and bank holidays and visiting people in accordance with the weekly itinerary provided.
- Completing appropriate written documents, including record sheets held with the care & support plan, in the person's home.
- Recording and reporting to your line manager, any concerns you have about individuals and any changes in their situation, which may place you, the person or others at risk.
- Participating and contributing to continuous personal development through training, supervision, appraisal and attendance at team meetings as required in order to maintain registration with Social Care Wales.

	<ul style="list-style-type: none"> • Ability to record accurate and concise information. • Ability to assist others sensitively and effectively with personal care (washing, toileting and dressing). • Ability to communicate clearly and effectively with service users, colleagues and managers. • Good time-keeping and reliability. • Ability to work effectively on own and use initiative. • Ability to work professionally as a member of a team. • Patient, sensitive and respectful to service users, carers and colleagues. • Ability to maintain confidentiality and share information where appropriate. • Appropriate standard of personal hygiene and dress. • Professional attitude and conduct. • You will be expected to have a motor vehicle available for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>and selection process.</p>
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Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Community Resource Team
POST:	Intermediate Care Support Worker
GRADE OF POST:	GR05
RESPONSIBLE TO:	Support at Home Organiser

JOB PURPOSE:

To provide enabling support for people who have been referred to the Community Resource Team, following Care/Therapy plans and carrying out appropriate tasks as designated by the Therapists, Nurses, Social Worker, Team Leaders and Coordinators.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Taking direction from Therapists, Nurses, Therapy Technicians, Team Leaders, Coordinators and Social Workers to implement planned programmes of care from Therapy/Nurse support plans.
- Enabling the service user to carry out activities of daily living as outlined in the Therapy/Nurse support plan. This may include assisting and supervising personal care activities such as dressing practice and washing with a patient as part of daily routine, also carrying out drink and meal preparation with a person as part of a daily routine.
- Supporting the general wellbeing of the service users by communicating the importance of maintaining healthy living patterns, prompting medication and performing simple health checks under the supervision of the nurse.
- Enabling service users, under the direction of therapy staff, to regain confidence and skills within their own homes, when using public and community transport, and also accessing local amenities via bus, taxi and walking. Supporting basic exercises and mobility practice as part of a daily routine as outlined as part of a therapy support plan if required.
- Providing regular feedback to therapists and Nurses, of service users' progress and pass on relevant information at team meetings.
- Writing observations on tasks completed by service user and support worker in the service users home file and if of a sensitive nature to write in person's notes in office and highlight with the Team leader and Co-ordinator, Physiotherapists, Occupational Therapist, Nurse and Therapy Technicians.
- Carrying out administrative duties in relation to the team and maintenance of records and statistical information. Any other duties and responsibilities commensurate with the post as required by the Support at Home Organiser
- Participating in supervision, induction, training and appraisal with the team leader or support at home Organiser.

	<ul style="list-style-type: none"> • Effective listening and communication skills to support service users. • Ability to work independently and to remain calm in an emergency situation when required using initiative when needed. • Ability to assist others with personal care including manual handling. • Strong commitment to customer care. • Co-ordination and precision in handling equipment and aids • Ability to develop rapport with service. • Full driving licence. • Ability to plan and organise workload. • Ability to guide and support service users in promoting independence. • Ability to display commitment and enthusiasm to empowering service users. • Ability to communicate through the medium of Welsh 	<p>Yes</p> <p>Yes</p>	
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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

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