

## **Job Description**

<b>DIRECTORATE:</b>	Social Services and Wellbeing Directorate
<b>DEPARTMENT:</b>	Adult Social Care
<b>POST:</b>	Social Care Worker
<b>GRADE OF POST:</b>	GR05
<b>RESPONSIBLE TO:</b>	Residential Manager

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### **JOB PURPOSE:**

Providing care and support to residents within the Residential Home, in line with the standard and procedures of the Authority.

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

- Meeting the needs of the residents in accordance with their plan of care
- Taking responsibility for being aware of and adhering to the standards, policies and procedures of Bridgend County Borough Council in relation to the provision of care in the Authority's Homes;
- Supporting service users in an enabling way, with personal care tasks, which will include washing, toileting and dressing, and non-personal care tasks as required, in accordance with their care and service delivery plans.
- Promoting and enabling independence and encouraging service users to make informed choices.
- Actively pursuing a personal development plan;
- Participating in the preparation of individual provider/service plans for residents;
- Implementing the individual provider/service plans for residents;
- Ensuring residents are given and encouraged to take prescribed medication in accordance with the Directorate's medication guidelines;
- Basic preparation and serving of snacks in accordance with food hygiene regulations;

- Completing of appropriate paperwork as necessary to include delegated responsibilities, e.g. shift leader and key holder duties;
- 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**

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

## **Job Description**

<b>DIRECTORATE:</b>	Social Services and Wellbeing Directorate
<b>DEPARTMENT:</b>	Adult Social Care
<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**

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## Job Description

<b>DIRECTORATE:</b>	Social Services and Wellbeing Directorate
<b>DEPARTMENT:</b>	Adult Social Care
<b>POST:</b>	Domestic Worker
<b>GRADE OF POST:</b>	GR01
<b>RESPONSIBLE TO:</b>	Residential Manager

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### JOB PURPOSE:

To undertake general kitchen/domestic duties in line with current Health & Safety and Food Hygiene Regulations

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Cleaning work location;
- Operating electrical equipment and mechanical cleaning and laundry equipment;
- Cleaning of kitchen equipment and dishes;
- Preparing basic meals and snacks;
- Assisting with the serving of food, laying and clearing of tables;
- Completing appropriate paperwork where necessary;
- Actively pursuing a personal development plan;
- 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**

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**Person Specification**  
**Domestic Worker – Annualised**  
**Casual Social Care Worker**  
**Casual 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

<b>Attributes</b>	<b>Requirements</b>	<b>Essential</b>	<b>Method of Evaluation/ Testing</b>
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• NVQ/QCF Level 2 Health and Social Care (Adults) or must be prepared to undertake appropriate training (e.g. working towards the QCF Level 2 (this only relates to Social Care Worker)</li> <li>• Basic Food Hygiene Certificate)</li> </ul>	Yes	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> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Knowledge of First Aid.</li> </ul>		
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate with client group.</li> <li>• Ability to communicate effectively – verbally and written.</li> <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>• Commitment to personal development.</li> <li>• Empathy to the needs of older people.</li> </ul>	Yes	Interview, application form, and selection process.



# Bridgend County Borough Council

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

[www.bridgend.gov.uk](http://www.bridgend.gov.uk)



Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"><li>The ability to communicate through the medium of welsh.</li></ul>		