

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Provider Services – Complex Needs / Breakaway Short Stay Services and Ael-Y-Bryn Emergency Accommodation
<b>POST:</b>	Social Care Worker - Breakaway Short Stay Services and Ael-Y-Bryn Emergency Accommodation
<b>GRADE OF POST:</b>	GR06
<b>RESPONSIBLE TO:</b>	Assistant Service Manager (Breakaway) / Team Leader – Ael-Y-Bryn

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To work as part of a team providing support for people with a range of needs including learning disabilities, ASD, physical disabilities, complex health needs and individuals with complex behavioural needs.

To provide preventative and proactive quality support, which provide breaks for individuals and their families/carers to support and enable the individual to remain in their family home.

To provide emergency support to individuals with family emergencies, safeguarding concerns, health related issues and at risk of placement breakdown.

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**PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To contribute to and implement the principles and procedures of positive behaviour support, working with individuals with complex needs.
- To provide flexible and high quality support, care and advice that focuses on individual's strengths, goals and diverse needs and deliver in a person centred way that promotes active engagement and individualised planning.
- To safeguard individuals whilst recognising and supporting their right to take risks, ensuring that appropriate measures are in place.

- To provide support with all aspects of daily living and skills teaching which may include; household and domestic tasks, shopping and diet/food preparation, personal hygiene, dressing and personal appearance.
- To support individuals with administration of medication in line with BCBC policies and procedures.
- To take an active role and contribute to the development of person centred plans including positive risk assessments and associated guidelines / guidance where required.
- To participate in the development of and implement positive risk management processes and procedures.
- To assist in maintaining accurate records i.e. Individuals personal records, house records, communication books, diaries, food and petty cash expenditure.
- To ensure records are kept in the line with Data Protection legislation and all data is handled subject to GDPR and BCBC policies and procedures.
- 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 by your manager and actively engage in any training in order to maintain your own professional development and enhance competency within your role, which includes the completion of the All Wales Induction Framework for Health and Social Care process.
- To be familiar with Health and Safety at Work Regulations, and to ensure effective implementation whilst in work. To carry out and record any safety tests and report any identified fault. To report and where necessary, deal immediately with malfunctioning equipment. To assist and liaise with team members, in maintaining acceptable standards for the maintenance and security of the house.
- To work flexibly across Breakaway Short Stay Services and Ael Y Bryn Emergency Accommodation where priority of needs are required
- To fully understand and observe all matters concerning individuals and staff ensuring that confidentiality and codes of conduct are adhered to at all times.
- To have an awareness, understanding and commitment to implement Bridgend County Borough Council's operational policies and procedures.

## **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**  
**Breakaway Short Stay Services & Ael-Y-Bryn Emergency**  
**Accommodation**

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>• Educated to City and Guilds Level 3 Health and Social Care: Core Practice (Adults) or a qualification recognised by Social Care Wales or must be prepared to undertake training to achieve the award.</li> <li>• Dual registration with Social Care Wales or requirement to register within 6 months, i.e. Residential Care and Domiciliary Support.</li> <li>• Commitment to undertake training to achieve Positive Behaviour Support Advanced certificate (Level 3).</li> </ul>	<p align="center">Yes</p> <p align="center">Yes</p>	<p>Production of original Qualification Certificates and application form.</p>

<p><b>Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• An understanding of the issues faced by people with learning disabilities, ASD, physical disabilities, complex health needs and individuals with complex behavioural needs.</li> <li>• Experience of maintaining accurate written and financial records.</li> <li>• Demonstrate experience of working on own initiative and as part of a team.</li> <li>• Understanding of the principles and expected outcomes to be delivered in line with the Social Services &amp; Wellbeing Act.</li> <li>• Knowledge of relevant legislative guidelines e.g. RISCA, Mental Capacity Act, DoLS,</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>
<p><b>Knowledge &amp; Experience (ctd.)</b></p>	<p>Safeguarding and Health &amp; Safety.</p> <ul style="list-style-type: none"> <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> <li>• Awareness of and commitment to support and maintain individual's rights, choices, dignity and confidentiality.</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>

<p><b>Skills &amp; Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Positive attitude and high level of motivation to support individuals to achieve positive outcomes.</li> <li>• Skills in basic household tasks.</li> <li>• Ability to follow support/care plans and procedures i.e. professional, voluntary, leisure activities.</li> <li>• Ability to complete and maintain accurate records.</li> <li>• Ability to develop a rapport with individuals through active listening and the implementation of person centred approaches.</li> <li>• Effective verbal and written communication skills with the ability to engage with individuals, colleagues, managers and other relevant professionals.</li> <li>• Ability to implement positive behaviour support.</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>• Ability to undertake training of a physical nature, e.g. PBM, reactive and manual handling.</li> <li>• Ability to work flexibly as part of a team on rota to include evenings, weekends bank holidays, night time support (wake-ins) and sleep-in duties (where required).</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
<p><b>Skills &amp; Personal Qualities (ctd.)</b></p>	<ul style="list-style-type: none"> <li>• Hold a full driving licence.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>

## Job Description

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Provider Services – Complex Needs / Breakaway Short Stay Services and Ael-Y-Bryn Emergency Accommodation
<b>POST:</b>	Night Care Worker - Breakaway Short Stay Services and Ael-Y-Bryn Emergency Accommodation
<b>GRADE OF POST:</b>	GR04
<b>RESPONSIBLE TO:</b>	Assistant Service Manager (Breakaway) / Team Leader - Ael-Y-Bryn

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### **JOB PURPOSE:**

To work as part of a team providing support at night for people with a range of needs including learning disabilities, ASD, physical disabilities, complex health needs and individuals with complex behavioural needs.

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

- To undertake household and domestic tasks, including cleaning, washing, ironing and diet/food preparation.
- To support individuals with all aspects of personal care and provide appropriate responses for any medical emergencies. This may include supporting people to attend medical or hospital settings on an emergency basis.
- To contribute to and implement the principles and procedures of positive behaviour support, working with individuals with complex needs.
- To follow and implement safeguarding policies and procedures.
- To maintain accurate recordings for individuals overnight.
- To ensure records are kept in the line with Data Protection legislation and all data is handled subject to GDPR and BCBC policies and procedures.
- To participate in supervision sessions and staff development opportunities as agreed by your manager and actively engage in any training in order to

maintain your own professional development and enhance competency within your role, which includes the completion of the Social Care Induction Framework for Wales process.

- To be familiar with Health and Safety at Work Regulations, and to ensure effective implementation whilst in work. To carry out and record any safety tests and report any identified fault. To report and where necessary, deal immediately with malfunctioning equipment. To assist and liaise with team members, in maintaining acceptable standards for the maintenance and security of the house.
- To work flexibly across Breakaway Short Stay Services and Ael-Y-Bryn Emergency Accommodation where priority of needs are required.
- To fully understand and observe all matters concerning individuals 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.

## **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**  
**Breakaway Short Stay Services & Ael-Y-Bryn Emergency**  
**Accommodation / 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>• Educated to City and Guilds Level 2 Health and Social Care: Core and City and Guilds Level 2 Practice (Adults) or City and Guilds Level 3 Health and Social Care: Practice (Adults) or a qualification recognised by Social Care Wales or must be prepared to undertake training to achieve the award.</li> <li>• Dual registration with Social Care Wales or requirement to register within 6 months, i.e. Residential Care and Domiciliary Support.</li> </ul>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• An understanding of the issues faced by people with learning disabilities, ASD, physical disabilities, complex health needs and individuals with complex behavioural needs.</li> <li>• Experience of maintaining accurate written and financial records.</li> <li>• Demonstrate experience of working on own initiative and 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> </ul>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	

<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Positive attitude and high level of motivation to support individuals to achieve positive outcomes.</li> <li>• Skills in basic household tasks.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
<b>Skills &amp; Personal Qualities (ctd.)</b>	<ul style="list-style-type: none"> <li>• Ability to follow support/care plans and procedures i.e. professional, voluntary, leisure activities.</li> <li>• Ability to complete and maintain accurate records.</li> <li>• Able to liaise with families and external agencies i.e. GP, Care Managers, Community Nurses etc.</li> <li>• Good observation &amp; listening skills .</li> <li>• Ability to implement positive behaviour support.</li> <li>• Able to follow and complete delegated tasks</li> <li>• Ability to role model and demonstrate best practice</li> <li>• Ability to work flexibly and proactively.</li> <li>• Ability to support individuals in a wide variety of situations and or settings.</li> <li>• Ability to undertake training of a physical nature, e.g. PBM, reactive and manual handling.</li> <li>• Ability to work flexibly as part of a team on rota to include evenings, weekends bank holidays, night time support (wake-ins) and sleep-in duties (where required).</li> <li>• Hold a full driving licence.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process (ctd.).</p>