

**BCP Council
JOB DESCRIPTION**

SERVICE UNIT:	Adult Social Care Services
JOB TITLE:	Domiciliary Support Worker
REF No:	
GRADE:	BCP Grade E
RESPONSIBLE TO:	Registered Manager and Senior Care Officers
SALARY:	£25,854 - £27,269

BCP Supported Living Service supports adults with learning disabilities to live in their own home to achieve their optimum level of independence.

The service is registered with the Care Quality Commission and operates 24 hours a day and 365 days a year. You will be required to work a variety of shift patterns, including weekends, evenings and Public Holidays.

MAIN PURPOSE

- To ensure personal care and support is provided as stated in the individual's care and support plans.
- To encourage and enable individuals to make choices and achieve maximum independence.
- To work within the BCP Council's policies and procedures.
- To maintain accurate and precise records of all care and support delivered including finances, medication and daily activities.
- To ensure the health and well-being of individuals are met.

MAIN RESPONSIBILITIES

- Ensure individual's needs are met in a person-centred way as agreed within the care and support plans.
- Support individuals to keep within the requirements of their tenancy agreements.
- Support individuals with their personal care needs, including assistance with toileting, bathing, washing, dressing, including moving and handling, with the use of equipment, and administering and assisting with medication.
- Treat individuals with kindness, dignity and respect always ensuring individual's personal choice is upheld regarding their daily living.
- Support with any domestic tasks, food shopping and preparation whilst promoting health and hygiene standards, social skills and independence.
- Assist individuals to attend hospital, GP, dental and other appointments and participate in their yearly care plan review.
- Work with individuals within their own homes and in the community to enable them to pursue their hobbies, interests, social life and personal needs.
- Promote effective communication with all individuals using a variety of communication methods.

Domiciliary Support Worker

- Make accurate and precise records of care and support provided including finances and medication records.
- To be an allocated keyworker where you will have broad responsibilities for individuals living within their homes, this will include liaising with family and other professionals, being involved in reviews including health, dental, medication and yearly assessments. Organising activities of interest for the individual at home and within the community.
- Assist individuals to prepare for the review of their care and support plan, and encourage them to communicate their views with regard to their future.
- Work in an anti-discriminatory way regardless of background, culture, race, sexual orientation or religion.
- Work co-operatively as part of a team with flexibility to take on different duties from time to time.
- Work with individuals who may display challenging behaviour.
- To respect the confidential aspects of the work and not divulge information gained about the individuals, relatives or circumstances to any unauthorised person or authority.
- Attend and contribute to any training courses appropriate to the duties and responsibilities of this post, including facilitator training in moving and handling and medication.
- Undertake any other duties as required, commensurate with the level of the post.
- To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
- To be aware of the fire procedure and take appropriate action.

For an informal discussion about these posts please contact Julie Wright, Registered Manager, Supported Living Service on 01202 128887.

Full training will be offered, and applicants will be required to complete a Disclosure and Barring Service check. BCP Council is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share the same commitment.

DBS

BCP Council is committed to safeguarding and promoting the welfare of the community and expects all staff and volunteers to share the same commitment. Applicants to this post will be required to complete the appropriate level of Disclosure & Barring Service Check. Please refer to the Job Description or Role Profile for more details.

Domiciliary Support Worker

PERSON SPECIFICATION ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working with people with a learning disability • An understanding of domiciliary care 	Desirable Essential	Application Form Interview References
<p>QUALIFICATIONS / TRAINING</p> <ul style="list-style-type: none"> • Credit framework in Health & Social Care or equivalent Level 2 or willingness to train for qualification 	Essential	Application Form Certificates
<p>APTITUDES / ABILITIES</p> <ul style="list-style-type: none"> • Ability to manage time with flexibility • Good communication skills • Ability to use own initiative • Ability to recognise own limitations and be prepared to seek advice, when necessary • Team worker 	Desirable Essential Essential Essential Essential	Application Form Interview References
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Awareness of a range of learning disabilities and Domiciliary Care. 	Desirable	Application Form Interview
<p>ATTITUDE / MOTIVATION</p> <ul style="list-style-type: none"> • Willing to undertake specific learning disability training • Flexible approach to work tasks to meet the needs of the service • Enthusiasm for new methods of working 	Essential Desirable Desirable	Application Form Interview References
<p>OTHER FACTORS</p> <ul style="list-style-type: none"> • Enhanced Disclosure and Barring Service • Medical check • Ability to work flexible hours including evenings, weekends and Bank holidays • Ability to work at other Supported Living establishments if required • Driving licence, with access to own vehicle with Business Insurance. 	Essential Essential Essential Essential Essential	Application Form Interview DBS Disclosure Medical clearance