**BCP Council**

**JOB DESCRIPTION**

**SERVICE UNIT: Adult Social Care Services**

**JOB TITLE: Domiciliary Support Worker**

**REF No: ZP2909**

**GRADE: BCP Grade E**

**RESPONSIBLE TO: Domiciliary Care Manager and senior team**

**MAIN PURPOSE**

* To ensure personal care and support is provided as stated in the individual’s care and support plans.
* To encourage and enable Service Users 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 Services Users are met.

**MAIN RESPONSIBILITIES**

* Ensure individual Service User’s needs are met in a person-centred way as agreed within the care and support plans.
* Support Service Users to keep within the requirements of their tenancy agreements.
* Support Service Users 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 Service Users with kindness, dignity and respect always ensuring individual’s personal choice is upheld with regard to their daily living.
* Support with any domestic tasks, food shopping and preparation whilst promoting health and hygiene standards, social skills and independence.
* Assist Service Users to attend hospital, GP, dental and other appointments and participate in their yearly care plan review.
* Work with Service Users 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.
* Make accurate and precise records of care and support provided including finances and medication records.
* Assist Service Users 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 Service Users who may display challenging behaviour.
* To respect the confidential aspects of the work and not divulge information gained about the service users , 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.
* 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.

**CONFIDENTIALITY STATEMENT**

In the discharge of your duties you may often be in possession of confidential/personal information. You must not disclose of discuss such information outside of your place of work or on any social media, or within your place of work except in the proper discharge of your duties. Failure to observe confidentiality may result in disciplinary action.

Prepared by: Ashley Grace Updated: August 2019

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| **PERSON SPECIFICATION ATTRIBUTES & CRITERIA**  | **ESSENTIAL/ DESIRABLE**  | **METHOD OF ASSESSMENT**  |
| **EXPERIENCE** * Experience of working with people with a learning disability
* An understanding of domiciliary care
 | Desirable Essential  | Application Form Interview References  |
| **QUALIFICATIONS / TRAINING** * Credit framework in Health & Social Care or equivalent Level 2 or willingness to train for qualification
 | Essential | Application Form Certificates  |
| **APTITUDES /ABILITIES** * 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  |
| **KNOWLEDGE** * Awareness of a range of learning disabilities and Domiciliary Care.
 | Desirable  | Application Form Interview  |
| **ATTITUDE / MOTIVATION** * 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  |
| **OTHER FACTORS** * Enhanced Disclosure and Barring Service
* Medical check
* Ability to work flexible hours including evenings and weekends
* Ability to work at other Supported Living establishments if required
* Driving licence, with access to own vehicle with Business Insurance.
 | Essential Essential Essential EssentialEssential  | Application Form Interview Satisfactory DBS Disclosure Medical clearance  |