Job Description & Person Specification

Job Title	Care and Support Worker
Responsible to	Registered Manager
Responsible for	N/A
Department/Location	Lady Dane Farmhouse, Faversham
Date/ Version	March 2019, v1
Purpose of job	To work alongside the wider care and support team to deliver an effective and competent level of physical and social support to service users.
Key Responsibilities	1. To deliver a high standard of essential and routine care to all service users under the direction of the Lead Care and Support Workers and Home Management team. 2. Assist with bed making, serving of meals and feeding, use and care of hoists; showing proficiency in all movement and transferring techniques. 3. To follow care plans and assist in their review to ensure appropriate care is delivered. 4. To maintain and complete clear and comprehensive records. 5. To be responsible for administration of medication following training. 6. Assist with the welcoming of new service users and their families to the Home. 7. To encourage and support residents in reaching their full potential. 8. Ensure a safe and clean environment is maintained at all times within the Home. 9. To be an ambassador for the Home, demonstrating the values of the Foundation. 10. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Expectations	1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to professional standards and legislation in relation to CQC. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation. 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly

	7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 8. Attend and contribute to staff training and any other training identified as appropriate for the role. 9. Contribute to making SPF an environmentally friendly workplace.
Person Specification	
Essential Criteria	1. Interest in working in Adult care services. 2. Ability to complete the Care Certificate/Common Induction Standard within probation period if not already attained. 3. Level 2 Qualification in Health and Social Care or a willingness to work towards it within 12 months of being in post. 4. Able to be directed, in particular by people who use our services. 5. Be honest, reliable and trustworthy. 6. Must be flexible and able to meet the working pattern demanded by this post. 7. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders. 8. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way. 9. Demonstrable understanding and commitment to SPF's aims, values and objectives. 10. Commitment to your own continuing professional and personal development.
Desirable Criteria	1. Direct or indirect experience of disability or supporting those with disabilities. 2. Previous experience of working/studying in care.
Signed (Employee)	
Print Name	
Date	