

Job Description & Person Specification

Job Title Care and Support Worker	
Responsible to	Lead Care and Support Workers
Responsible for	N/A
Department/Location	Platters Farm Lodge
Date/ Version	8 th March 2019, Version 2
Purpose of job	To deliver an effective and competent level of care under the guidance and supervision of the Lead Care and Support Workers and Home Management team and as determined by the service user's care plan ensuring all aspects of personal and emotional care are fully met.
Key Responsibilities	<ol style="list-style-type: none"> 1. To ensure that each client's personal and emotional care requirements are met in line with the personal choices they express and according to their Care Plans. 2. Promoting guest's appearance and personal hygiene by offering support and advice in personal hygiene and ensuring that suitable toiletries are available. 3. Record accurately all care given as required on the electronic patient record. 4. To assist Guests to move safely in their everyday life both at Strode Park Foundation and elsewhere, raising any mobility concerns with Lead Care and Support Worker. 5. Issue medication to service users according to the instructions of medical professionals and adhering to internal policies for the safe administration of medication. This includes topical medication. 6. Act as the second signatory/person administering during Controlled Drug Medication Round. 7. Enabling patients to maintain and improve their independence by promoting involvement in social events and activities. 8. Support guests in maintaining their family and social network where appropriate to do so, ensuring that confidentiality is maintained. 9. To record and report any concerns related to food and fluid intake, skin integrity and capacity of the guests within the service during their stay. 10. To be inclusive, respectful and transparent when supporting guests and their families. 11. To record and report concerns in an appropriate and timely manner to the Lead Care and Support Worker. 12. To be responsible for the bleep, electronic device and pod key issued at the beginning of each shift and returned correctly. 13. To be allocated as the named carer by the Admission and Discharge Administrator to complete the admission body map and booking in of personal belongings once a guest has arrived in the service. 14. Mentoring and supporting new team members providing them with support and reinforcing the Strode Park Foundation ethos, values and mission. 1. 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	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies.

	<ol style="list-style-type: none"> 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.
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Essential Criteria	<ol style="list-style-type: none"> 1. Interest in working in Adult care services. 2. Level 2 Qualifications in Health and Social care or a willingness to work towards it within 12 months of being in post. 3. An Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders. 4. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way. 5. Demonstrable understanding and commitment to SPF's aims, values and objectives. 6. Commitment to your own continuing professional and personal development. 7. Ability to work across a range of shifts including; Earlies, late shift and nights. 8. To be willing to work on all units across the service, including working with guests who have dementia, are in day service and are currently undergoing rehabilitation.
Desirable Criteria	<ol style="list-style-type: none"> 1. Direct or indirect experience of disability or supporting those with disabilities. 2. Level 3 Qualification in Health and Social Care. 3. Previous experience of working/studying in care. 4. Full clean drivers' license and the willingness to drive company vehicles when necessary.
Signed (Employee)	
Print Name	
Date	