JOB PROFILE

Home Carer (Re-ablement)

Incorporates

Section 1 **Post Descriptor**

Section 2 **Person Descriptor**

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Home Carer (Re-ablement)	**Position Number:** SW2304
Department: Community Health & Care Partnership	**Section:** Care at home service
Reports to: Re-ablement Care at Home Organiser	**Grade:** 4

2. JOB PURPOSE

To embrace the principles of the re-ablement model and agenda. To work as a member of a team, providing personal and practical care and support to individuals of varied ages and care needs in a supportive homely setting consistent with their identified care plan and to adhere to Health & Safety regulations.

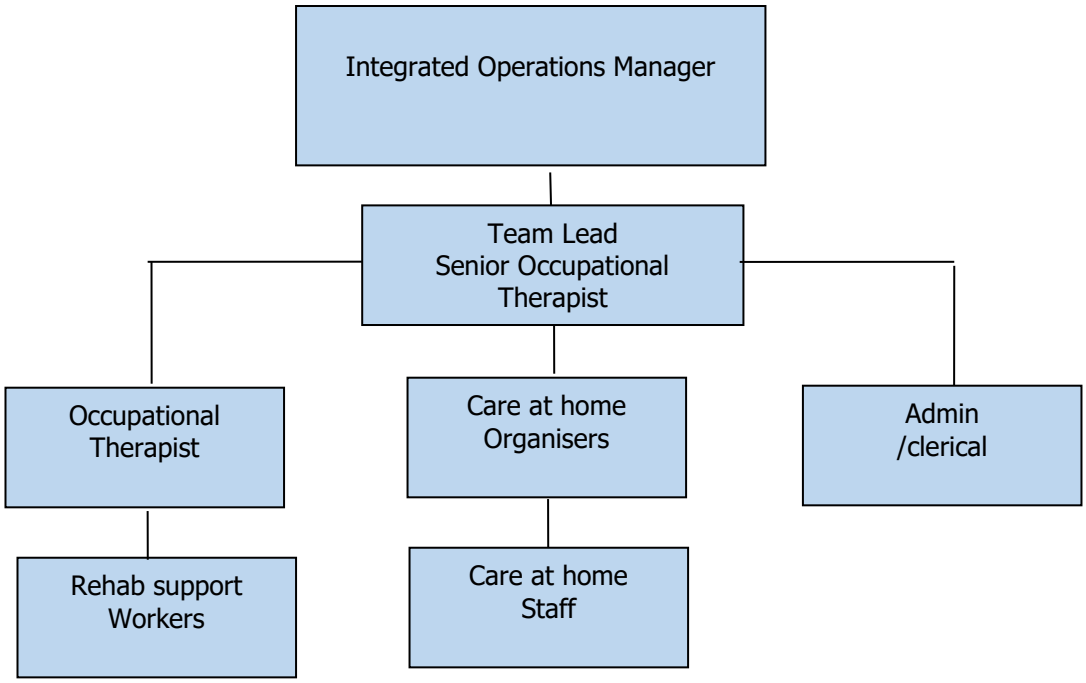
3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

Budget: N/A

Staffing Direct: N/A

Staffing Indirect: N/A

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

To provide support to clients of all ages and ethnic groups, assisting them to live as independently as possible in a homely setting whilst respecting their right to dignity, privacy, choice, safety, realising potential, equality and diversity

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Assist/supervise/encourage to self administer medication including application of non prescription creams
- Assist/supervise/encourage with a toilet regime and maintaining continence
- Assist/supervise/encourage with personal hygiene and maintaining appearance, including dressing/undressing and bathing/showering
- Assist/supervise/encourage with oral care
- Assist/supervise/encourage with mobility
- Assist/supervise/encourage the preparation of meal and if required specialist diets
- Assist/supervise/encourage clients with the safe use of equipment which has been supplied following assessment including use of hoists
- Assist/supervise/encourage with home management which will include collecting pensions, bill paying, laundry and domestic tasks
- Provide support to carers and families
- To monitor and record information on a daily basis consistent with National Care Standards at Home and SSSC Code of Practice

7. PROBLEM SOLVING

- To participate and contribute in goal setting, meetings, and reviews through the re-ablement process; and to provide information regarding any significant changes or concerns in relation to the client and/or carer

8. PLANNING

- To have individual responsibility, in accordance with departmental policies and procedures, for the practical and personal care needs of clients

9. ASSIGNMENT AND REVIEW OF WORK

- To undertake training and qualifications where a requirement has been identified and to meet relevant legislation

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

- To undertake designated tasks as directed by the Re-ablement Co-ordinator or Occupational Therapist
- To communicate effectively and be client focussed

External communications and working relationships:

- To liaise and collaborate with other partnership staff who are involved in the shared care of clients

11. DECISION MAKING

- To undertake designated tasks as directed by the Re-ablement Co-ordinator or Occupational Therapist.

12. MOST CHALLENGING PART OF THE JOB

- To provide support to clients be undertaking a wide range of tasks, in keeping with their care plan, that are appropriate in maintaining a client in a homely setting to achieve independence as part of the re-ablement process.

13. GENERAL

Disclosure: Appointment is subject to satisfactory PVG check

Politically Restricted Post: No

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A - New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B - WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must be completed in order to undertake this position, with timescales where appropriate. Noting this is in addition to generic WDC training listed above.

West Dunbartonshire Council Care Worker Journal Training including

- SVQ Social Services & Healthcare (SCQF Level 6) / SVQ 2 Health & Social Care
- Infection Prevention Infection Prevention
- Duty of Care
- Delivery of Personal Care
- Awareness of medication and Prompting Medication
- Adult Support and Protection
- Whistleblowing
- Moving and Assisting - incorporating moving and handling objects and person handling (theory and practical)
- Food Hygiene

SECTION 2: PERSON DESCRIPTOR

	Essential	Desirable
	Qualifications	
	SVQ Social Services and Healthcare at SCQF Level 6 or SVQ 2 Health and Social Care Or willing to undertake in post within a specified period in order to maintain SSSC registration	
	Training	
		Any relevant training ie Food Hygiene or Moving and Assistance
	Experience	
	Ability to maintain relevant clear concise client care documents	
	Ability to care for clients with a wide range of complex needs	
	Knowledge and Skill	
	Ability to provide direct personal/household care in accordance with a clients assessed needs, care plan, and goals	Have an awareness of basic health and safety requirements and a ability to promote safe working practices
	Ability to work as part of a team and communicate effectively at all levels	Current driving licence
	Disposition	
	Ability to approach and deal with clients in a caring positive manner	
	Ability to work in a way which is non-discriminatory and respect clients rights and choices	
	To be reliable and trustworthy	
	To work a fixed rota pattern that does include evening and weekends	