

Post Title: Health and Social Care Officer (inc Night Shift) AA3868

Evaluation: 424 points **Grade:** N04

Responsible To: Resource Manager/Team Leader

Responsible For: N/A

Job Purpose: Use a reablement approach to work with service users with disabilities or health needs to develop and provide personal care, general support and practical help which will encourage the service user to achieve continued independence in the community, relative to their needs.

This post requires the postholder to have a flexible approach to work location, duties and hours, including shift work, working evenings/weekends, and sleep ins.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assist in the implementation of the care plan by carrying out the required personal care tasks; practical and hygiene tasks; and assistant with financial, social and recreational activities.
- 2 To be involved in a working relationship with service users and carers within the care plan. To appropriately involve service users at all times, ensuring the constant promotion of the individual's right to dignity, respect and choice.
- 3 To work as a member of a team sharing relevant information about service users and the general running of the service in a timely and professional manner. To keep senior staff informed of any changes (medical, physical, mental or social) in the service user's circumstances.
- 4 To complete observations and recording to provide information regarding service user progress against the care plan.
- 5 To contribute to the continued safe operation of the service through adherence to the health, safety and security procedures of the service.
- 6 To identify risks of harm and abuse to individuals and take necessary action to deal with this.
- 7 To ensure personal and professional development by participating in support, supervision, appraisal and training programmes as required.
- 8 To participate in working parties and planning groups as directed by the Resource Manager.

- 9 To promote a positive customer experience within the service.
- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.