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| **Job Description** | |
| **Post title** | Care Worker – Casual |
| **JE Reference No** | N10806 |
| **Grade** | Grade 3 |
| **Service** | ADULT AND HEALTH SERVICES |
| **Service Area** | ADULT CARE – Care Home Sector/In House Provider |
| **Reporting to** | The post-holder will be accountable to the Manager / Senior staff member of the establishment. |
| **Location** | Your normal place of work will be one of the Independent Care Homes/In House Provider, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an **enhanced disclosure**. |
| **Flexitime** | This post **is not** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

Care Workers to help ensure we can continue to provide high quality care for the residents of County Durham, working in the Independent Care Sector as the need arises for short periods.

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| **Duties and responsibilities** |

You could work with lots of different people, Adults who may have learning disabilities/physical disabilities and or Mental Health Conditions

Listed below are the responsibilities this role will be primarily responsible for:

**As a Care Worker your role might include:**

* supporting people with social and physical activities
* helping with personal care such as support with showering and dressing
* perhaps using equipment to help the person move, for example to sit up
* supporting people with eating and drinking
* monitoring individuals’ conditions by taking their temperature, pulse, respiration and weight, and possibly helping with medication.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification Care Worker – Casual | | |
|  | Essential | Desirable |
| Qualifications |  | Basic Food Hygiene Certificate.  Object Moving and Handling.  Literacy and Numeracy skills. |
| Experience | No essential experience however willingness to provide personal care required. | Experience of working in the caring in a personal or professional capacity.  Good listening and communication skills.  The ability to understand and follow policies and procedures, seeking advice and guidance when necessary. |
| Skills & Knowledge | Good inter-personal skills.  Able to work as a member of a team.  Good listening skills.  Good communication skills.  Ability to motivate and negotiate  Effective time management skills. | Basic numeracy and literacy skills.  Able to communicate in an effective manner and appropriate manner.  Some knowledge of Health & Safety in the workplace.  Able to promote independence.  Able to deal with sensitive personal care tasks.  Able to recognise changes service user condition  Basic administration skills. |
| Personal Qualities | Physically capable of moving and handling  Willingness to work flexibly to meet the needs of the service users.  Able to deal with sensitive personal care tasks  Pleasant and patient manner  Available to work evenings, weekends and bank holidays  Commitment to ongoing training |  |