



Care Assistant

Grade C

Group: Care, Wellbeing & Learning

Service: Children & Families Social Work

Location: Grove House

Line Manager: Registered Manager

Job Purpose

To provide support and personal care to children and young people with disabilities.

The key roles of this post will include:

1. To attend and support the emotional, behavioural, personal hygiene and safety care needs of the service user.
2. To promote the independence of the service user whilst respecting their rights to privacy, dignity and choice, whilst being aware at all times of their emotional and social wellbeing.
3. To liaise and communicate effectively with other colleagues, service users and their parents, carers (where appropriate) and other professionals in order to share knowledge, seek advice and implement care plans.
4. To plan, organise and implement activities both within the home and the community whilst ensuring that individual care plans and choices are supported.
5. To carry out administrative duties within the home as directed, ensuring recordings are maintained to a satisfactory standard and that implementation, monitoring and evaluation of care plan is achieved.
6. To support the needs of the service users and to ensure that all risks appertaining to their care are supported.
7. To carry out domestic duties and laundry duties within the home as directed, ensuring it is kept clean and presentable at all times.
8. To be available to work flexible hours during school holidays periods to ensure the needs of the service users are met at all times.
9. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge, Experience & Qualifications

Essential:

Experience

- Effective communication skills

Qualifications

- Level 3 Diploma for the Children and Young People's Workforce or equivalent or willingness to undertake training

Desirable:

Knowledge

- Awareness of disability issues

Experience

- Experience of working with children

Qualifications

- Current driving licence



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences