

**Directorate:** Adult Social Care and Health  
**Unit/Section:** Older People / Learning Disability  
**Grade:** KR4  
**Responsible to:** Team Leader/Unit Manager

**Purpose of the Job:**

Provide a complete range of social, physical and personal care to highly dependent, physical disability, illness or mental health needs, in accordance with individual care programmes.

Act as a Key worker to a number of clients to provide dedicated care.

**Main duties and responsibilities:**

- Assist clients with all physical and personal needs, including bathing, feeding, dressing, hair care, toileting, soiled clothing, etc. whilst maintaining client privacy and dignity to ensure a high standard of personal care.
- Prepare and serve meals and drinks to meet client's dietary needs and in accordance with appropriate health and hygiene procedures to ensure a high standard of care.
- Assist and escort clients to and from their homes in the minibus or occasionally in a car, observing and acting upon any challenging behaviour or deterioration of well-being to ensure a safe delivery and preventing any distraction to the Driver.
- Encourage and support clients in maintaining independence skills and participating in social, recreational and community activities e.g. craft work, public transport, shop work, etc., assisting at workshops as necessary to meet the needs of individual care programmes.
- Record and monitor on a day-to-day basis, client progress, level of functioning including details of activities, medication as appropriate, diet, contact with carers, notifying the senior staff of any changes and matters of concern, together with appropriate written reports to meet the needs of the client care programme.
- Attend staff and one-to-one meetings on a regular basis and Client Care Plan Review meetings as required, sharing and receiving information to contribute to the Client's Care Plan and the effective running of the unit.
- Drive the minibus in accordance with the Highway Code, the County Council's Code of Practice for minibus drivers and training provided by the Road Safety Unit of the County Council to maintain client, staff and public safety whilst on the highway.
- Complete the Annual Best Practice Core Programme within specific periods and attend training courses as required. Assist in the training of other care staff as directed
- Comply with Health and Safety, Fire Regulations and other County policies.

Footnote: This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Care Worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Hold NVQ Level 2 in Health and Social Care or willingness to work towards the Diploma Level 2 in Health &amp; Social Care</li> <li>• Hold or work towards Skills For Care Common Induction Standards within specified time frame</li> <li>• Hold or requirement to work towards LDQ (Learning Disability Qualification) or equivalent i.e. LDAF Learning Disability Awards Framework</li> <li>• Basic written and numeric skills</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of care and support of older people and/or adults with learning disabilities and/or ill adults in a working, voluntary or family environment.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Undertake compulsory Annual Best Practice Core Programme within a specified time period each year</li> <li>• Ability to attend other training sessions to ensure skills are up to date e.g. dementia, challenging behaviour</li> <li>• Ability to communicate in a clear, patient and encouraging and effective manner with Clients, colleagues and health care partners</li> <li>• Ability to provide care in accordance with client's Care Plan, referring to Supervisor where changes may be required.</li> <li>• Written and numeric skills in order to complete detailed records, reports, etc.</li> <li>• Ability to record accurately daily care for the Client, identify any changes in well-being with prompt referral to Supervisor, Carer or health care colleagues.</li> <li>• Ability to deal with day-to-day problems and identify promptly any concerns with the Supervisor</li> <li>• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job</li> <li>• Empathy with Older People to listen, observe and contribute to discussions as required for the job e.g. client care, work plans etc.</li> <li>• Ability and commitment to support the Directorates Equality and Diversity Policy Statement which is an integral part of the Directorates service delivery and relationship with the client to respect people as individuals, regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion</li> <li>• Committed to the 'promoting independence and person centred' ethos of the service</li> <li>• Committed to providing quality services and good customer care</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Awareness of GSCC Code of Practice</li> <li>• Knowledge of the needs of the client group</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of local community-based activities in order to develop the client's community activities, as appropriate.</li> <li>• Sufficient knowledge related to a range of council services and activities in order to contribute to training, coaching and/or mentoring of others</li> <li>• Knowledge and practical application of the Rules and Regulations of the Highway Code, if required to drive minibus</li> <li>• Staff will be expected to work within national legislation, and Corporate and Directorate policies and procedures</li> <li>• Awareness of Health &amp; Safety procedures relevant to the job i.e. manual handling, safe use of equipment, COSHH, First Aid and Hygiene Practice</li> <li>• Knowledge of KCC financial procedures and regulations which apply to the job</li> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Awareness of and compliance with equality policy, procedure and legislation</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>