

# Kent County Council

## Job Description: *Care Worker*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Older People / Learning Disabilities</b>
<b>Grade:</b>	<b>KR4</b>
<b>Responsible to:</b>	<b>Registered/Unit Manager</b>

### **Purpose of the Job:**

Provide a complete range of social, physical, and as required personal care to adults who are highly dependent, have physical disabilities, illnesses or mental health needs, in accordance with individual care programmes to deliver the Transformation of Social Care agenda to enable personalised services for individual's to have choice and control over the shape of their support.

Act as a Key worker to a number of people who use our services to provide dedicated care and support in accordance with the individual's needs as agreed in their care plan and in accordance with their wishes which enables the delivery of personalised services either within a residential, day or community setting.

### **Main duties and responsibilities:**

- Assist service users with all physical and personal needs whilst maintaining client privacy and dignity, including bathing, assisting with eating, dressing, hair care, toileting, soiled clothing, etc. where necessary and promote independence where possible to ensure a high standard of personal care.
- Prepare and serve meals and drinks to meet service user's dietary needs and in accordance with appropriate health and hygiene procedures to ensure a high standard of care.
- Encourage and support service users in maintaining and promoting independence skills and participating in social, recreational and community activities e.g. craft work,

public transport, shop work, clubs etc., assisting at workshops as necessary to meet the needs of personalised care programmes.

- Administer, record and monitor on a day-to-day basis medication as appropriate\*, service user progress, level of functioning including facilitating activities, 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 individual's personalised care programme.

*\*Care Staff must have completed the appropriate training for administering, recording and monitoring of Medication and met competency standards as stated in the Medication Policy and Procedures before administering medication.*

- As a member of the Care Team for service users, adhere and comply with Adult Protection Procedures – Safeguarding Vulnerable Adults to prevent the abuse of vulnerable adults. Take responsibility for being aware of any concerns or incidents regarding Adult Protection issues and immediately report to senior staff
- Participate and contribute at team and one-to-one meetings on a regular basis and Service User Care Plan Review meetings as required, sharing and receiving information i.e. risk assessments to contribute to the Service User's care programme and the delivery of high standards of personalised care within the residential, day or community setting.
- 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.
- Assist and escort service users 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 journey and preventing any distraction to the Driver.
- 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 Corporate and Directorate policies, practices and procedures to carry out the duties of the post.

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

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## 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.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• NVQ in Health and Social Care Level 2 or equivalent</li><li>• Registration with General Social Care Council in accordance with KCC policy</li><li>• Hold or requirement to 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></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of caring for people in a working, voluntary or family environment.</li><li>• Experience of older people and adults with learning disabilities</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 Service Users, colleagues and health care partners.</li><li>• Ability to have empathy with Older People and/or Adults with Learning Disabilities to listen, observe and contribute to discussions to meet Service User wishes to deliver personalised services.</li><li>• Committed to delivering high standards of care as defined by procedures and practices, whilst recognizing need to adhere to KCC's - Code of Conduct for Employees.</li><li>• Ability to provide care in accordance with Service User's Care Plan and wishes, referring to Supervisor where changes may be required.</li><li>• Committed to the 'promoting independence and person centered' ethos of the service.</li><li>• Ability to record accurately daily care for the Service User, 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, including identify any Safeguarding (Protection) of Adults issues or concerns with prompt referral to 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></ul>

	<ul style="list-style-type: none"> <li>• Ability to travel across a geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job</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> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <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 of the needs of the client group.</li> <li>• Staff will be expected to work within national legislation, and Corporate and Directorate policies and procedures. An understanding of the need and importance of working to defined policies, procedure and practices.</li> <li>• Awareness of Health &amp; Safety procedures relevant to the job i.e. manual handling, safe use of equipment, COSHH, Administering Medication , First Aid and Hygiene Practice.</li> <li>• Knowledge of KCC financial procedures and regulations which apply to the job or an understanding and awareness of the need to adhere to agreed financial procedures, regulations etc.</li> <li>• Awareness of the need for compliance with equality policy, procedure and legislation to respect people as individuals, regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion</li> <li>• Awareness of Data Protection and confidentiality issues e.g. Code of Conduct for Employees.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>