

**Directorate: Adult Social Care and Health**

**Unit/Section: Kent Enablement at Home**

**Grade: KR5**

**Responsible to: Locality Organiser**

**Purpose of the Job:**

Provide and support short term interventions to help people to develop and maintain independent living skills and encourage community involvement. Our aim is to prevent unnecessary hospital admission and facilitate early discharge from the acute hospitals.

**Main duties and responsibilities:**

- Provide support with intimate personal care, including; washing, dressing, toileting
- Support and advise clients and their carers on how best to manage their condition in the context of living in their home, whilst maintaining privacy and respect to ensure a high standard of personal care.
- Support, develop and help to maintain a person's confidence and independent living skills in order that they can optimise their abilities and minimise the levels of dependency required.
- Support a person in integrating/re-integrating into community based activities
- Advise on the need for and support the acquiring of any equipment /minor adaptations for a person's home.
- Support and advise on the day to day use of assistive technologies in the home in order to help ensure the technology is being used appropriately.
- Monitor the Service user's progress, recording their level of functioning to support the ongoing assessment which will contribute towards the support plan.
- Contribute to planning reviews and attend staff meetings to share and receive information in relation to the users and the enablement service.
- Identify and process any safeguarding and quality of care issues and refer on to appropriate colleagues to ensure that client's welfare is protected and that the quality and standard of services provided are at and beyond the levels that are anticipated.
- Ensure all practice promotes equalities recognising anti discriminatory behaviour, respecting confidentiality and individual rights and choices and also all practise is carried out within the Social Care & Health & Safety policies.

***Physical skills:***

- Standard IT skills
- Ability to travel across the locality in a timely manner to ensure completion of role
- Manual dexterity required for the role.

***Freedom to Act:***

- The post holder is required to be accountable for his/her own actions, to act on their initiative and to be aware of the impact on others.
- In accordance with policies and competency frameworks to provide care to people in community services.
- The post holder will be expected to work unsupervised but under the indirect supervision of a senior team member.

***Physical Effort***

- There will be a frequent requirement for a combination of sitting, standing, bending, stooping, walking and driving.
- There may be some requirement for physical effort in relation to care.
- Occasional short periods of computer use.
- Frequent requirement to use equipment to move people.

#### ***Mental Effort***

- Predictable work pattern, necessitating an ability to adapt to a changing workload in the course of a day.
- Periods of concentration are required on a daily basis.

#### ***Emotional Effort***

- Regular requirement to deal with emotional or distressing situations (supporting people at the end of their lives, family case conferences, safeguarding individuals etc.).

#### ***Working Conditions***

- Exposure to bodily fluids, smells, noise and occasional challenging behaviour.

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

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>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Willingness to undertake NVQ Level 2 equivalent studies</li> <li>• Functional skills level 2, literacy and numeracy</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrates an interest in caring for the health and welfare of adults needing support in the community.</li> <li>• Working as part of a team</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise workload</li> <li>• Knows how to identify changes required to work routines and act upon them in liaison with management</li> <li>• Ability to deal with day to day problems and to identify which problems should be referred to a supervisor</li> <li>• Sound communication and interpersonal skills (verbal and written)</li> <li>• Understands how to encourage, motivate and influence clients to enable them to work for themselves</li> <li>• Ability to listen and observe and use the information gained to inform how a person is supported</li> <li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's 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>• 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>• This post is considered by KCC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English/Welsh sufficient for the effective performance of the job requirements.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understands and can apply key Health &amp; Safety procedures relevant to the role</li> <li>• Use of a wide range of domestic appliances</li> <li>• Awareness and compliance with equality policies, procedures and legislation.</li> <li>• Understands the role and remit of the unregistered worker</li> <li>• Awareness of national policies and legislation, its relevance to care settings and its application across health and social care services.</li> </ul> <p>Full training will be provided to support the role</p>
<b>KENT VALUES AND CULTURAL</b>	<b>Kent Values:</b>

<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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