

**Directorate:** Adult Social Care and Health  
**Unit/Section:** Service Provision, Older People's Short Stay Services  
**Grade:** KR5  
**Responsible to:** Team Leader

**Purpose of the Job:**

Provide a complete range of social, physical and personal care to older people that are living with dementia or frailty, promoting independence at all times.

**Main duties and responsibilities:**

1. Deliver personal care and emotional support to people we support that are staying on the units.
2. Support people we support to regain their independent living skills by working in a way that promotes independence and by implementing plans set by OTs and physiotherapists.
3. Encouraging people we support to participate in activities on the unit, and deliver 1:1 activities with people if they prefer that.
4. Keep clear, understandable and succinct care records, and notify the Team Leader of any concerns they have about people we support.
5. Be responsible for reporting any safeguarding concerns to the Team Leader and act in accordance with our policy & local procedure.
6. Attend regular one-to-one meetings, team meetings, and training courses, and ensure mandatory training is in date at all times.
7. Support the Team Leader to deliver a safe and effective service.
8. Ensure that requirements of current national guidance are being met and delivered in line with the regulator of the service
9. Promote inclusivity, embrace diversity and ensure equality and ensure that people we support are at the centre of their care at all times.

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>We are able to offer you a comprehensive induction package. This will include mandatory training as well as access to multiple personal development courses.</p> <p>You will already hold an NVQ/Diploma Level 2 or equivalent.</p> <p>You will have a rota pattern that includes a mixture of morning and afternoon shifts, enabling a more flexible work-life relationship.</p>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of care and support of vulnerable people, preferably older people</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to empathise with older people, their unpaid carers and their families</li> <li>• Ability to communicate in a clear, patient and encouraging and effective manner</li> <li>• Ability to understand non-verbal communication</li> <li>• Ability to provide care in accordance with person we support's care plan</li> <li>• Ability to escalate concerns to the team leader when the person we support appears to be deteriorating</li> <li>• Ability to accurately record the person's condition/progress on their care plan</li> <li>• Ability to travel to and attend training sessions</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of older people's needs</li> <li>• Awareness of Health &amp; Safety procedures relevant to the job iA</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>