



## COUNCIL OF THE ISLES OF SCILLY

### ROLE PROFILE

Role Profile			
<b>Job Title</b>	Assistant: Residential and Community Care	<b>Job No.</b> (Office Use)	<b>Grade</b> (Office Use) 2
<b>Business Unit</b>	Services to our Community		
<b>Team</b>	Adult Social Care		
<b>Reports to (Job Title)</b>	Officer: Residential & Community Care Manager		
<b>Suitable for Job Share (Y/N)</b>	Y	<b>If No state reason</b>	
<b>Location</b>	Isles of Scilly	<b>Shift Pattern</b>	As required
<b>DBS check required</b>	Yes		

<b>Job Purpose</b>	<p>The post holder will support the Services to our Community team to ensure the delivery of an integrated, evidence based wellbeing offer that promotes the welfare of the community and protects the vulnerable from harm. The post holder will contribute to a multi-disciplinary team that delivers positive outcomes in the lives of service users.</p> <p>The post holder (s) will provide domiciliary care and support to residents living in the community and care and support to residents living at Park House residential home. The post holder is one of the most important people to our residents and your contribution can have a huge impact on their quality of life. You will be someone who naturally shows warmth and support to service users and their families; being a friend and companion is as important as providing the daily care that they need.</p> <p>Day to day duties include assisting service users and Park House residents with personal care such as washing, bathing, dressing and undressing of clients, assisting with the administration of drugs and other medication, responding to client's individual needs, adhering to the clients individual care plan, some basic food preparation and some domestic tasks. The post holder will complete daily reports and ensure that the Senior/Manager is made aware of any concerns or problems.</p>
--------------------	--

<b>Autonomy and Accountability</b>	<p>The post holder will be responsible for the care of Park House residents and people living in the community with assessed needs, ensuring and recording that they are assisted to achieve the outcomes set out in their personalised care plan.</p> <p>The post holder will work in accordance with Care Quality Commission standards, Health and Safety regulations and COSHH to ensure that a high standard of care is delivered. The post holder will put the dignity of residents at the core of their work and be able to respond positively and with empathy if a client's behaviour is challenging.</p>
<b>Relationships and Communications</b>	<p>The post holder will have excellent skills in building trusting and positive relationships with residents, their families and other colleagues.</p> <p>The post holder will have knowledge of how to share information legally and professionally.</p>

<b>Management of Resources</b>	<p>The post holder will not have line management responsibilities.</p>
--------------------------------	--

<b>Working Conditions and Demands</b>	<p>This post requires working outside normal office hours to suit the requirements of service users.</p> <p>The post holder will be expected to use a variety of specialist equipment including hoists and stand aids. The post holder will need a high level of physical stamina as the job can be demanding.</p> <p>You will have a great deal of energy and enthusiasm to engage with service users and an ability to work on your own.</p>
---------------------------------------	--

<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good basic education, including Math's and English, grades A-C</li> <li>• An NVQ 2 in Care or equivalent qualification</li> <li>• Previous experience of caring for the elderly</li> <li>• Excellent communication and listening skills</li> <li>• Understanding of health and safety issues e.g. infection control, moving and handling, fire regulations,</li> </ul>
---	---

	<ul style="list-style-type: none"> <li>• Understanding of Clean Care is Safer Care</li> <li>• Understanding of safeguarding</li> <li>• Understanding of the importance of dignity in providing care to our residents</li> <li>• Demonstrable skills in compassion, respect and empathy</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working with older people</li> <li>• Assisting and Moving training</li> </ul>
--	---

<p><b>Corporate Standards</b></p>	<ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures.</li> <li>• Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>
-----------------------------------	--