

# JOB DESCRIPTION

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| **Post Title:** | Community Support Worker | **Department / Service:** | SSD – Intergrated Adult and Community Services /  Disability Resource |
| **Hours:** | 37 | **Level:** | G02, SCP 4 - 5 |
| **Location:** | Conwy | **Job Evaluation Number:** | JE0163 - CS |
| **Responsible to:** | Team Manager Disability Resources | **Responsible For: (Staff)** | 0 |

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| **Job Purpose:** |
| To provide support in an enabling way to adults with disabilities to enable them to maximise their independence, remain in their own homes and to take part in community activities. |

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| **Duties and Responsibilities - Job Specific** | |
|  | To provide guidance, prompting and where applicable practical assistance to enable individuals to carry out daily living tasks. |
|  | Encourage and support individuals to take part in community based  activities of their choice within their local communities. |
|  | Enable individuals to participate in daily activities and to retain choices over how they live their lives. |
|  | To act in a manner which recognizes the individuality of individuals and preserves their dignity. |
|  | Work in a safe way, being aware of your responsibilities for your own and service users’ health and safety. |
|  | To work with the manager, coordinator and other staff to plan activities and programs to meet individual outcomes - record and pass on any relevant information to the relevant people. |
|  | Report anything to your line manager which might be harmful or a threat to the health, safety and wellbeing of individuals. |
|  | To observe confidentiality in all dealings with the individuals, families, carers, department staff and any other relevant personnel. |
|  | Respect the individual, their property and their home. |
|  | Work according to the care arrangements described in the Care and Support plans in order to support individuals to meet outcomes. |
|  | Record essential information on the appropriate forms as required e.g. medication financial transactions, incident reports, medication forms. |
|  | Inform the Team Manager if there are any changes in the service user’s health or abilities. |
|  | Work in community settings on a 1-1 basis following CCBC Lone Working Policy. |
|  | Work to a professional standard in line with the Codes of Practice for Social Care Workers and any other relevant legislations in accordance with the role |
|  | Attend and contribute to team meetings, supervision sessions and training courses as required. |
|  | To undertake sleep in duties as and when required. |

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| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

**Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Community Support Worker**

**Date: July 2021**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | Ability to complete the Induction Framework within first 6 months of employment in order to register with Social Care Wales. And NVQ / QCF level 2 in care within the first 18 months of employment as a requirement of Registration | AF/I/V | E |  |
| An understanding of the needs of people who have a disability. | AF / I | E |  |
| An understanding of the issues that affect service users who have a disability, e.g. rights, choices, confidentiality | AF / I | E |  |
| Good standard of general education. | AF/V | E |  |
| Good Communication skills both written and verbal | AF /I / R | E |  |
| Assist service users with personal care needs, including those with manual handling needs. | AF / I | E |  |
| Assess risk and contribute towards risk assessments. Observe manual handling guidance which meet health and safety responsibilities | AF / I | E |  |
| Work to Conwy policies and procedures and Code of Practice | I | E |  |
| To complete records as required by the Department. | I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| **Supervision & Management** | N/A |  |  |  |
| **Creativity & Innovation** | Provide support in a manner which meets individual needs | AF / I / R | E |  |
| To enable individuals to learn new skills by breaking down tasks and following relevant plans. | AF / I | E |  |
| Encourage individuals to participate in activities that meet their needs and achieve positive outcomes. | AF / I | E |  |
| Ability to use different methods of communication with those that have limited communication and interpret their needs. | AF / I | E |  |
| **Contacts &**  **Relationships** | Communicate effectively at all levels including, liaising with individuals, families, friends and other professionals. | AF / I / R | E |  |
| Respect and work alongside colleagues and other professionals to achieve positive outcomes for individuals. | AF / I / R | E |  |
| Undergo an enhanced DBS check before commencement in post | AF / I | E |  |
| **Decisions / Recommendations** | Support decision making regarding the wellbeing of individuals in consultation with the manager and other professionals. | AF / I | E |  |
| Make day to day decisions regarding an individual’s welfare and needs and feedback any decisions to management. | AF / I / R | E |  |
| Make recommendations to management regarding achieving outcomes for individuals. | AF / I | E |  |
| **Resources** | Use equipment and materials correctly and in a safe manner. | AF / I | E |  |
| To follow all guidelines and procedures as set out by CCBC when using sysems and equipment. | I | E |  |
| Where required use own vehicle to assist individuals to access the community. | AF / I |  | D |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)