

# Job Description & Person Specification

<b>Job Title</b>	
<b>Responsible to</b>	Home Manager
<b>Responsible for</b>	N/A
<b>Department/Location</b>	Footprints, Canterbury
<b>Date/ Version</b>	April 2018, V2
<b>Purpose of job</b>	To improve the health and wellbeing, and provide all forms of personal care to the children and young people who use our services whilst ensuring they have the best opportunity to live the childhoods they deserve.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To ensure all aspects of the children's personal and emotional care are fully met.</li> <li>2. To maximise the children's childhood experiences and developmental opportunities and encourage them to reach their full potential by promoting their independence.</li> <li>3. To monitor their wellbeing and report any changes in their condition.</li> <li>4. To follow and carry out all aspects of their Care Plan, reporting any changes or amendments required to the Senior team.</li> <li>5. To ensure all information is recorded accurately on relevant paperwork.</li> <li>6. To work as part of a team, supporting colleagues as appropriate.</li> <li>7. To assist in arranging trips, outings and holidays and accompanying the children when required.</li> <li>8. To drive or escort children to any external activities, as required.</li> <li>9. To ensure any activity is fully risk assessed prior to commencement.</li> <li>10. To administer medication and the maintenance of records of all drugs and treatments given in accordance with the Foundation's policies.</li> <li>11. To carry out peg feeding and record as appropriate.</li> <li>12. To support and participate in all areas of the running of the home, keeping it clean and tidy and adhering to Health and Safety requirements.</li> <li>13. To carry out general domestic duties including the preparation of meals, cleaning and laundry when required.</li> <li>14. To participate in the daily lives of the children. This will include sharing meals and participating in leisure activities.</li> <li>15. To work in partnership with the appropriate outside agencies to ensure continuity of care.</li> <li>16. Where required take on the role of keyworker.</li> <li>17. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.</li> </ol>

<b>Expectations</b>	<ol style="list-style-type: none"> <li>1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies.</li> <li>2. Ensure the views and needs of our service users inform and guide your work wherever possible.</li> <li>3. Adhere to professional standards and legislation in relation to our CQC and Ofsted requirements.</li> <li>4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation.</li> <li>5. Develop positive relationships with colleagues and other key stakeholders.</li> <li>6. Keep abreast of internal and external developments and respond accordingly</li> <li>7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services.</li> <li>8. Attend and contribute to staff training and any other training identified as appropriate for the role.</li> <li>9. Contribute to making SPF an environmentally friendly workplace.</li> </ol>
<b>Person Specification</b>	
<b>Essential Criteria</b>	<ol style="list-style-type: none"> <li>1. Ability to communicate clearly with children adapting to their individual requirements.</li> <li>2. Ability to deliver a high level of care and support for our service users.</li> <li>3. Ability to use own initiative and develop activities and events for service users.</li> <li>4. Willing to attain Level 3 Diploma in Health &amp; Social Care.</li> <li>5. Ability to work without constant supervision but seeking advice and assistance where required.</li> <li>6. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders.</li> <li>7. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way.</li> <li>8. Demonstrable understanding and commitment to SPF's aims, values and objectives.</li> <li>9. Commitment to your own continuing professional and personal development.</li> </ol>
<b>Desirable Criteria</b>	<ol style="list-style-type: none"> <li>1. Direct or indirect experience of disability or supporting those with disabilities.</li> <li>2. Level 3 Diploma in Health &amp; Social Care or equivalent.</li> <li>3. Full clean Drivers License.</li> <li>4. Willingness to drive company vehicles.</li> </ol>
<b>Signed (Employee)</b>	
<b>Print Name</b>	
<b>Date</b>	