

## Job Description & Person Specification

<b>Job Title</b>	
<b>Responsible to</b>	ComCare Manager.
<b>Responsible for</b>	N/A
<b>Department/Location</b>	Community based working in Herne Bay, Whitstable, Canterbury and surrounding areas.
<b>Date/ Version</b>	August 2018, version 2.
<b>Purpose of job</b>	To provide physical and social support to individuals in their own homes so that they can achieve an appropriate level of independence, wellbeing and choice in line with their aspirations and abilities.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To support and encourage people who use our services to maintain their personal space within their home environment.</li> <li>2. To work as directed by the service user to ensure that all personal hygiene needs are met by helping them to wash, dress/undress and use the toilet.</li> <li>3. To work as directed by the service user to ensure all their nutritional choices are met by preparing meals and drinks.</li> <li>4. To assist service users with moving safely in their everyday life including helping them out of their bed/wheelchair.</li> <li>5. To enable service users to gain confidence and self esteem and to be aware of their limitations.</li> <li>6. To ensure that all the desires and needs of the service users are considered in order to maximise their opportunities/possibilities.</li> <li>7. To support the service user in maintaining a social network with family, friends and within the community.</li> <li>8. To monitor the service users wellbeing and report and change in condition.</li> <li>9. To support the aims and objectives of the Foundation and play a full and active part in the community team working so that at all times this post is providing the highest standard of care to people who use our services.</li> <li>10. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard.</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 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>4. Develop positive relationships with colleagues and other key stakeholders.</li> <li>5. Keep abreast of internal and external developments and</li> </ol>

	<p>respond accordingly</p> <ol style="list-style-type: none"> <li>6. 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>7. Attend and contribute to staff training and any other training identified as appropriate for the role.</li> <li>8. 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. Interest in working in Adult care services.</li> <li>2. Clean driving license and access to own vehicle.</li> <li>3. Level 2 Qualification in Health and Social Care or a willingness to work towards it within 12 months of being in post.</li> <li>4. Able to be directed, in particular by people who use our services.</li> <li>5. Be honest, reliable and trustworthy.</li> <li>6. Must be flexible and able to meet the working pattern demanded by this post.</li> <li>7. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders.</li> <li>8. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way.</li> <li>9. Demonstrable understanding and commitment to SPF's aims, values and objectives.</li> <li>10. Commitment to your own continuing professional and personal development.</li> </ol>
<b>Desirable Criteria</b>	<ol style="list-style-type: none"> <li>1. Basic education in English and Maths.</li> <li>2. Experience in caring, not necessarily gained through work.</li> </ol>
<b>Signed (Employee)</b>	
<b>Print Name</b>	
<b>Date</b>	