

# Job Description & Person Specification

Job Title      Generic Bank Carer	
<b>Responsible to</b>	Community and Independence Services Manager
<b>Responsible for</b>	N/A
<b>Department/Location</b>	Strode Park House – all departments including ComCare which is a community service covering Herne Bay, Whitstable, Faversham, Canterbury and surrounding areas
<b>Date/ Version</b>	September, V2
<b>Purpose of job</b>	The purpose of this job is to provide physical and social support to individuals 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. Strode Park House and Com Care;               <ol style="list-style-type: none"> <li>a. To work as directed by the client to ensure that all their personal hygiene choices are met.</li> <li>b. To work as directed by the client to ensure that all their nutritional choices are met.</li> <li>c. To assist people to move safely in their everyday life both at Strode Park Foundation.</li> <li>d. To enable clients to gain confidence and self esteem and to be aware of their limitations.</li> <li>e. To ensure that all the desires and needs of the clients are considered in order to maximise their opportunities.</li> <li>f. To support the client in maintaining their family and social network.</li> </ol> </li> <li>2. Life Styles Academy for Independence (LAFI);               <ol style="list-style-type: none"> <li>a. To enable students to reach their full potential by promoting their independence and physical, social and spiritual welfare.</li> <li>b. To encourage students in their independence and life skills through a structured training programme.</li> <li>c. To enable students to gain confidence and self esteem, and to be aware of their limitations.</li> <li>d. To encourage students to undertake and be responsible for their own personal care.</li> <li>e. To train the students in the skills that they require to live their lives independently and safely.</li> <li>f. To support the students in maintaining their family and social network.</li> <li>g. To monitor each student's wellbeing and report any change in condition.</li> </ol> </li> <li>3. All staff;               <ol style="list-style-type: none"> <li>a. 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>b. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard.</li> </ol> </li> </ol>

	<p>c. 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.</p>
<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 CQC.</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. Have a strong interest in working in Adult care services and a desire to make a difference.</li> <li>2. Be honest, reliable and trustworthy.</li> <li>3. Must be able to commit to the working patterns within Strode Park to provide a minimum of 30 hours bank work a month.</li> <li>4. Have a full driving licence and access to own vehicle.</li> <li>5. Be flexible to cover shifts when 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> </ol>
<b>Signed (Employee)</b>	
<b>Print Name</b>	

Date