

# Job Description & Person Specification

<b>Job Title</b>	
<b>Responsible to</b>	Home Manager.
<b>Responsible for</b>	Care Staff.
<b>Department/Location</b>	Redwalls, Canterbury.
<b>Date/ Version</b>	June 2018.
<b>Purpose of job</b>	To provide physical and social support to individuals with learning and physical disabilities so that they may 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 ensure all aspects of personal and emotional care is fully met in a way that maximises the individual person's experiences and developmental opportunities.</li> <li>2. To monitor the wellbeing of each individual and report any change in condition.</li> <li>3. To support and carry out all aspects of the care plan, reporting any changes or amendments required to the care plan as necessary to the Senior Carers. All information to be reported and recorded accurately on relevant paperwork.</li> <li>4. Dealing with the administration of medication on a daily basis (training provided).</li> <li>5. To drive or escort the children/young person to appointments and activities, ensuring the objectives of the outings are met with maximum benefit to the individual.</li> <li>6. To support and participate in the running of the home, keeping it clean and tidy and adhering to Health and Safety requirements, the homes statement of purpose.</li> <li>7. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard.</li> <li>8. 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. To support and encourage the child/young person to reach their full potential by promoting their independence and physical, social and spiritual welfare.</li> <li>2. To at all time's work as part of a team, supporting colleagues as appropriate.</li> <li>3. To help maintain a relaxed, happy and safe environment for residents, staff and visitors.</li> <li>4. You may be expected to work some night shifts.</li> <li>5. Develop positive relationships with colleagues and other key stakeholders.</li> <li>6. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF.</li> <li>7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision</li> </ol>



	<p>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.</p> <p>8. To support the aims and objectives of the Foundation and play a full and active part in team working so that at all times this post, either directly or indirectly, is providing the highest standard of care to people who use our services.</p> <p>9. Contribute to making SPF an environmentally friendly workplace.</p>
<b>Person Specification</b>	
<b>Essential Criteria</b>	<ol style="list-style-type: none"> <li>1. NVQ/Diploma Level 2 in care or willing to undertake qualification within 12 months of being in post.</li> <li>2. Must be able to read and write English and undertake simple Maths.</li> <li>3. Be trustworthy, honest and reliable.</li> <li>4. Have a supportive and caring attitude with a flexible approach.</li> <li>5. A desire to learn and train on the job.</li> <li>6. Able to be directed, in particular by people who use our services.</li> <li>7. Be able to speak to and comprehend most clients and all staff.</li> <li>8. Have an interest and understanding of the commitment to the Foundation'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. Experience in caring not necessarily gained through employment.</li> <li>2. Basic level of education.</li> <li>3. Driving licence and own vehicle due to location.</li> </ol>
<b>Signed (Employee)</b>	
<b>Print Name</b>	
<b>Date</b>	