

Job Description & Person Specification

Job Title	
Responsible to	Community and Independence Services Manager
Responsible for	N/a
Department/Location	Day Opportunities Centre, Herne.
Date/ Version	February 2019.
Purpose of job	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.
Key Responsibilities	<ol style="list-style-type: none"> 1. To ensure the personal and emotional care requirements are met in line with the personal choices they express and according to their Care Plans. 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. 3. To work as directed by the service user to ensure all their nutritional choices are met by preparing meals and drinks. 4. To assist service users with moving safely in their everyday life including helping them out of their bed/wheelchair. 5. To enable service users to reach their full potential, by promoting their independence and physical, social and spiritual welfare. 6. To encourage their independence and life skills through a structured programme of independence training. 7. To promote confidence and self esteem and to be aware of their limitations. 8. To take responsibility for direction of their own personal care. 9. To support the service user in maintaining a social network with family, friends and within the community. 10. To support the service users in learning the skills that they require to live their lives independently and safely. 11. To ensure that all their desires and needs are considered in order to maximise their opportunities/possibilities. 12. To set up and run sessions providing appropriate support to individual learning plans so that students obtain maximum benefits from all social events and activities. 13. To support the service users in maintaining their family and social network. 14. To monitor their wellbeing and report any change in condition. 15. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard. 16. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard. 17. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably

	<p>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>
Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 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. 4. Develop positive relationships with colleagues and other key stakeholders. 5. Keep abreast of internal and external developments and respond accordingly 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. 7. Attend and contribute to staff training and any other training identified as appropriate for the role. 8. Contribute to making SPF an environmentally friendly workplace.
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Essential Criteria	<ol style="list-style-type: none"> 1. Interest in working in Adult care services. 2. Level 2 Qualification in Health and Social Care or a willingness to work towards it within 12 months of being in post. 3. Able to be directed, in particular by people who use our services. 4. Be honest, reliable and trustworthy. 5. Must be flexible and able to meet the working pattern demanded by this post. 6. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders. 7. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way. 8. Demonstrable understanding and commitment to SPF's aims, values and objectives. 9. Commitment to your own continuing professional and personal development.
Desirable Criteria	<ol style="list-style-type: none"> 1. Experience in caring not necessarily gained through work. 2. Basic education in English and Maths.
Signed (Employee)	
Print Name	
Date	