

BIRMINGHAM MULTI-CARE

Pinewood, Bell Heath Way, Woodgate Business Park, Birmingham, B32 3BZ Telephone: 0121 442 2922 Fax: 0121 449 4181
Website: www.birmingham-multicare.org

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Residential Support Worker
EMPLOYMENT STATUS:	Permanent – 36.5 hours per week <i>(To include weekends and bank holidays – shifts are between 7.15am and 2.45pm and then 2.30pm to 9.45pm)</i>
RESPONSIBLE TO:	Home Manager
SALARY/RATE:	£10.42

Person Specification

	CRITERIA	EVIDENCE
EXPERIENCE	Desirable:- Previous experience of giving personal care to adults with specific needs for example, disabilities or learning difficulties. Experience of working with people whose behaviour may challenge	Application & Interview
SKILLS AND ABILITY	Essential:- Communicate verbally and in writing in a comprehensive manner. Able to complete a timesheet, write a shopping list and handle money. Able to work by yourself or by part of a team Able to provide sensitive and appropriate personal care to men, women. Having an awareness, understanding and willingness to meet the needs of people from different religious and cultural backgrounds. Be able to provide a service in a non-judgemental way to all citizens.	Application & Interview
TRAINING	Essential:- Willingness to undergo training.	Application & Interview
EDUCATION/ QUALIFICATIONS	Desirable:- NVQ/Diploma Level 2 or 3	Application & Interview

Job Purpose:

- To provide a range of personal, social, emotional and practical care tasks as required for the well-being of citizens, staying within the respite provision, whilst keeping a watchful brief on their changing needs.
- To work towards an assessed and planned package of person centred care, or maintenance programme, enabling citizens and their carers to exercise control over their own lives by maximising their independence. The provision of a culturally and ethnically sensitive service is integral to the provision of home care.
- To assist in the delivery of a high quality service in accordance with agreed standards, organisational policies and procedures.

Duties and Responsibilities:

- Will incorporate the proposals of all appropriate legislation and will be carried out following an assessment and instruction from the Home Care Manager.
- Have individual responsibility, under the supervision of the Home Care Manager, for the personal needs of citizens.
- Observing each citizen's changing needs and reporting, on a regular basis, to the Home Care Manager.
- Providing personal care in a sensitive manner for all citizen groups (this may include assisting citizens to get up, and go to bed, total body washing, in line with procedures, assisting with toileting, dressing and feeding).
- Social duties to include shopping, talking with citizens, helping to maintain contact with family, friends, and the local community and escort duties.
- Undertake essential domestic duties (e.g. cleaning, cooking, laundry), whilst encouraging citizen to retain maximum independence by creating a supportive homely atmosphere.
- Attending case conferences and other meetings as required to facilitate the provision of appropriate person centred support to citizens.
- To attend Training Courses as required to develop skills and knowledge to improve the quality of service provision.
- Carry out any other duties and responsibilities within the scope and spirit of the job purpose and grade as may be required.

HEALTH & SAFETY:

- Ensure the Health & Safety requirements of the organisation and relevant legislation are met.

OTHER:

- Undertake any other duties consistent with the objectives of the post, as required by the Manager.

SPECIAL CONDITIONS

In order to facilitate meeting the needs of our citizens for services which operate 365 days per year, it is an essential requirement of the job that post holders will be required to work flexible and unsocial hours. This will include evenings, weekends and Bank Holidays.

Observance of Birmingham Multi-Care’s Equal Opportunities Policy will be required.

Birmingham Multi-Care operates a strictly No Smoking policy

The job is exempt from the Rehabilitation of Offenders Act

Staff will check in and check out each appointment using a mobile device (own device) which is a contractual requirement with Birmingham City Council.

The post holder will be subject to an Enhanced Disclosure with the Criminal Records Bureau and POCA and POVA check. The successful applicant will be responsible for the cost of the Enhanced Disclosure.

Name of Post Holder (Print)	Name of Post Holder (Sign)	Date