

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Senior Personal Assistant (Domiciliary Care)
EMPLOYMENT STATUS:	Permanent
RESPONSIBLE TO:	Care Co-ordinator/Domiciliary Care Manager
SALARY/RATE:	£9.13 per hour

Person Specification

	CRITERIA	EVIDENCE
KNOWLEDGE	<p>Essential:- Understands and promotes the rights of people with a learning disability. Understands the application of equal opportunities and anti-discriminatory practice.</p> <p>Desirable:- Knowledge of current codes of practice and legislation and how this impacts on the service.</p>	Application Form and Interview
SKILLS AND ABILITY	<p>Essential:- Communicates verbally and in writing in a comprehensive manner. Able to analyse information and use findings to plan/take appropriate action. Skills in developing and promoting a high quality service. Setting priorities and objectives, monitoring progress and achievements. Develop strategies for promoting the involvement, personal development and self-determination of citizens.</p> <p>Desirable:- Managing finance. Managing and motivating staff. Managing information and communication in the workplace. Managing change.</p>	Application Form and Interview

EXPERIENCE	<p>Essential:- Minimum two years experience of working with people with a learning disability. Working with external persons. Knowledge of Care Planning and Key Worker systems. Working on own initiative. Working in a team.</p> <p>Desirable:- Experience of managing and motivating staff. Recruitment and induction of new staff.</p>	Application Form and Interview
PERSONAL QUALITIES	<p>Essential:- Demonstrates personal commitment and enthusiasm. Demonstrates effective interpersonal skills. Actively seeks to achieve the highest levels of performance from self and others. Possesses an awareness of own strengths and weaknesses.</p>	Interview
QUALIFICATIONS	<p>Essential:- NVQ 3 Experience of working with the citizen group.</p>	Application Form
CIRCUMSTANCES	<p>Essential:- Willing to work evenings, weekends and public holidays.</p> <p>Desirable:- Work additional hours as necessary. Provide on call cover as required.</p>	Interview

Job Purpose

To assist the Domiciliary Care Manager in the provision of high quality, user led and cost effective Housing Support service for people with a learning disability, and to ensure the service is managed in accordance with organisational objectives, policies, procedures and relevant legislation.

Duties and Responsibilities

- To assist with the management and development of the Housing, Care & Support service to ensure that it meets the person centred needs of the citizens.
- To promote and develop a stimulating environment that encourages the independence, involvement, development and self-determination of citizens.
- Participate in Key Worker system and care planning process.
- Ensure a high level of service standards and performance through the monitoring of service outcomes taking action to secure improvements as identified.
- Ensure the highest domestic standards are maintained for citizens, in terms of the service environment including cleanliness, hygiene, catering and facilities.
- Assist with pre-placement assessments for individuals referred to the service.
- Ensure good working relationships are developed and maintained with relatives, professionals and others concerned for service delivery.
- To ensure complaints and other serious matters are dealt with promptly and appropriately in accordance with organisational policy and relevant legislation.
- To report to the Manager any matters or information that affects the well being of citizens.
- Ensure the service operates within the equal opportunities and anti discrimination framework.
- To assist with the induction of new staff.
- Assist with the formulation of rotas that reflects the needs of the service.
- As delegated by the Manager, provide effective management of staff including supervision, annual appraisal and identification of training needs.
- Assist with the effective management of the services finance ensuring expenditure is within budget limits; all records are maintained and submitted in accordance with organisational procedures.
- To ensure management or assistance is provided for citizens in relation to their personal finances as required.
- Ensure the property is properly maintained and secure.

HEALTH & SAFETY:

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

OTHER:

- Participate in rotas, on call rota and support duties for citizens as required.
- Undertake any other duties consistent with the objectives of the post, as required by the Manager.

SPECIAL CONDITIONS

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

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 Midland Mencap's Equal Opportunities Policy will be required.

Midland Mencap operates a strictly No Smoking policy

The job is exempt from the Rehabilitation of Offenders Act

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.