



## JOB DESCRIPTION & PERSON SPECIFICATION

**JOB TITLE:** Housing, Care & Support - Personal Assistant/Support Worker

**EMPLOYMENT STATUS:** Permanent

**RESPONSIBLE TO:** Senior Domiciliary Care Personal Assistant/Care Co-ordinator

**SALARY/RATE:** £8.42

### Person Specification

	CRITERIA	EVIDENCE
<b>EXPERIENCE</b>	<b>Desirable:-</b>  Previous experience of giving personal care to adults with specific needs for example, disabilities or learning difficulties.	Application & Interview
<b>SKILLS AND ABILITY</b>	<b>Essential:-</b>  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. Able to provide sensitive and appropriate personal care to men, women and children. 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
<b>TRAINING</b>	<b>Essential:-</b>  Willingness to undergo training.	Application & Interview

<b>EDUCATION/ QUALIFICATIONS</b>	<b>Desirable:-</b>  NVQ/Diploma Level 2 or 3	Application & Interview
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### **Job Purpose:**

- To provide a range of personal, social, emotional and practical care tasks as required for the well-being of citizens, and their carer, living in their own homes within the community, 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 Sitting 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 Domiciliary Care Manager.
- Have individual responsibility, under the supervision of the Domiciliary Care Manager, for the personal needs of citizens.
- Observing each citizen's changing needs and reporting, on a regular basis, to the Domiciliary Care Manager.
- Providing personal care in a sensitive manner for all citizen groups and their carers living in their own homes within the community (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) and providing carers support.

- Social duties to include shopping, talking with citizens, helping to maintain contact with family, friends, and the local community, escort duties which may include:
  - Escorting citizens, e.g. to the shops/bank.
  - Escorting citizen on public transport.
  - Escorting citizen to e.g. GP practices for appointments, or chiropody treatment etc.
- Undertake essential domestic duties to assist citizen to care for their homes (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.
- Making appointments for citizens with e.g. a Doctor, Nurse or Chiropody Services.
- Able to provide sleep-in duties as required.
- Assisting citizens, where instructed by the Domiciliary Care Manager, in the management of their income, paying rent and other household bills, and keeping a strict account for checking by the Domiciliary Care Manager.
- 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 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

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.