

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Salaried Social Care Professionals

REPORTS TO: Care and Operations Manager/Field Care Supervisors

Responsibilities:

- Provide services so as to preserve the dignity, privacy, choice, independence, fulfilment and rights of the client and his/her usual carer/members of family
- Undertake such tasks as outlined in the client's care/support plan
- Communicate to help and develop effective working relationships with clients (and their families)
- Liaise with agencies and other professionals as necessary
- Adhere to all of the Care Wyvern policies and procedures
- To maintain shift pattern and work within this schedule, this includes working alternate weekends
- Adhere to local safeguarding policy, follow Duty of Candour requirements, maintain confidentiality and uphold individuals basic rights at all time

Duties include

1. Informing Field Care Supervisors/office of any changes in the client's condition or circumstances
2. Care/Support tasks may include personal care, preparation and cooking of meals, household cleaning and laundry duties, shopping and maintaining a safe living environment for our clients.
3. Following policy & procedures so the client is not at risk due to care/support at home
4. Work as part of a team and equally be able to work alone
5. Adhere to Care Wyvern dress code, maintaining a professional and hygienic appearance (protective clothing and uniforms are provided by Care Wyvern).
6. Take responsibility for the safe handling of property and equipment belonging to the Client and Care Wyvern
7. Attend supervision, training and staff meetings, as required
8. To be willing to travel between clients' homes in the most efficient way possible (Car user, cyclist and motor cyclist user)
8. Work within clients' own homes and accept different environments and varying capabilities of clients
9. Undertake any other tasks specified by line management relevant to the role and to the needs of the clients
10. Undertake client specific tasks, for example physiotherapy, enteral tube feeding, and medication via PEG, when client specific training by a Health Professional has been carried out

PERSON SPECIFICATION

Qualifications

- Successfully complete Care Wyverns Induction Orientation, including completion of the Care Certificate
- Achieved or willing to work towards Diploma level 2 in Health & Social Care and other specialist training as required

Experience

- Understand care provision, either paid or voluntary (includes care for friends/family)
- Experience of working in Social Care is desirable, but not essential

Skills/Attributes

- Excellent communications skills – liaise effectively with office staff and other health/social care professionals
- Ability to display and understand empathy and warmth
- Good planning skills
- A flexible working approach to support clients as individuals
- To be able to understand and cope with emergency situations

Additional Requirements

- Use of car for work, must have a full driving licence and motor documents (MOT, car tax, appropriate insurance, etc)
- An Enhanced DBS check is required
- Social Care Professional staff are required to represent Care Wyvern in a professional manner, adhering to best working practices
- To be fit, healthy and possess a sense of humour

Please Note: This job description and person specification is not an exhaustive list, but is intended to give a general indication of the range of work undertaken and the skills required for the role. Domiciliary care is a changeable and demanding working environment; however Care Wyvern endeavours to carry out any changes necessary to meet the business needs in consultation with the post holder.