

SOCIAL CARE PROFESSIONAL JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Social Care Professional

REPORTS TO: Care and Operations Manager/Field Care Supervisor

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
- Basic personal care tasks as outlined in the client's care plan
- Communicate to help and develop effective working relationships with clients
- Liaise with agencies and other professionals as necessary
- Adhere to all of the Care Wyvern policies and procedures

Duties include

1. Inform Field Care Supervisors/office of any changes in the client's condition or circumstances
2. Develop good communication links with any carer or family member in the client's home
3. Prepare and cook meals as outlined in the Care plan
4. Carry out household cleaning and laundry duties as outlined in the care plan
5. Buying of provisions to provide an adequate, balanced and stimulating diet where necessary
6. Keep the living environment safe for clients whilst respecting their choice's and rights
7. Following policy & procedures so the client is not at risk due to support at home
8. Work as part of a team and equally be able to work alone
9. Dress appropriately for role (protective clothing and uniforms are provided by Care Wyvern)
10. Take responsibility for the safe handling of property and equipment belonging to the Client
11. Attend supervision, training and staff meetings, as required
12. To be willing to travel between clients' homes in the most efficient way possible. (Car user, cyclist, knowledge of public transport)
13. Work within clients' own homes and accept different environments and varying capabilities of clients
14. Undertake any other tasks specified by line management relevant to the role and to the needs of the clients
15. Undertake client specific tasks, for example physiotherapy, enteral tube feeding, and medication via PEG, when service user specific training by a Health Professional has been carried out

PERSON SPECIFICATION

Qualifications

- Willing to work towards 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

Skills/Attributes

- Excellent communications skills – liaise effectively with office staff, Social Workers, clients and family members
- Ability to display empathy and warmth
- Good planning skills
- Adaptable to work with clients as individuals and flexible and reliable a
- 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)
- Reliable and dedicated as a care worker they want to make a difference