



JOB PROFILE

Post Title:	Care Assistant – Learning Disabilities
Portfolio:	Health & Social Care
Responsible to:	Unit Manager – Learning Disabilities
Responsible for:	<i>None</i>
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by assisting in the provision of care and well-being of our clients within the Learning Disabilities units, enabling them to live as full and active life as possible

Main Duties and Responsibilities

Under the direction of the Unit Manager or senior staff to deliver care and well-being in accordance with the individuals Care Plan and Unit rules and guidelines:

1. Assist with client care e.g. : all aspects of personal hygiene as required, toileting requirements, mobilisation, ensuring all aspects of client privacy and dignity are maintained at all times
2. Assist clients in maintaining a clean home environment, including laundry tasks
3. Communicating with both verbal and non-verbal clients effectively, encouraging client/carer communication through effective engagement with them
4. Wherever necessary, assist clients with feeding including undertaking of basic training in feeding difficult clients
5. Assist and encourage clients with the making of refreshments (teas, sandwiches etc.) encouraging independency and feelings of self-worth
6. Escorting clients on outings, visits to the shops and relatives, encouraging them to be more independent wherever appropriate and ensuring that they are kept safe from harm at all times
7. Working closely with others within the Directorate to promote maximum independence for clients through day-care activities and individual programme planning
8. Be part of a key worker group as directed and designated by the Unit Manager or senior staff
9. Record all necessary information in client notes, fluid books etc, adhering to individual needs and care plans including the recording of pulse, blood pressure, respirations, blood



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glucose testing, documenting observations accurately, as well as undertaking training in this and basic first aid

10. To occasionally, in the absence of more senior staff, take charge of the care facility, for short periods of time as directed
11. Any other duties commensurate with the grade
12. To deliver high levels of care and well-being to clients both residential and day-care, encouraging independence
13. Ensuring that Individual Care Plans are adhered to and that clients are treated with dignity and respect at all times

Special Conditions

Shift work (including unsocial hours)
Dealing with difficult clients that can be aggressive or awkward
Exposure to contaminated body fluids

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: <i>Work is produced on time and to a good quality standard.</i>	i
Analysis and use of Information: <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information</i>	i
Decision Making: <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	i
Working with Others: <i>Receptive to feedback from others and maintains good working relationships with colleagues</i>	i



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Communication: <i>Good oral and written communication and ability to record factual information accurately</i>	ii
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary.</i>	ii
Dealing with Change: <i>Flexible and adaptable to change</i>	i
Continuous Improvement: <i>Willing to learn and develop in job role</i>	i
Managing Resources: N/A	i



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Literacy & Numeracy Entry Level 1	E	√	
First Aid (or willing to undertake)	E	√	
NVQ Level 2 in Health & Social Care (or willing to undertake)	E	√	
Previous experience of working in a care environment	D	√	
Knowledge & Experience:			
Experience of working within a care or educational environment and/or have experience of working with adults/children with disabilities and/or the elderly	E	√	√
Skills and Abilities:			
Basic IT skills	D		√
Ability to deal with difficult situations	E		√
Able to produce accurate and clear written communication	E		√
Excellent communication skills to deliver care and services to a range of people with a wide range of physical and psychological needs whilst encouraging independence whenever appropriate	E		√
Have excellent time management and organisational skills	E		√
Calm under pressure	E		√
Other:			
Have good interpersonal skills	E		√
Trustworthy and able to maintain confidentiality	E		√
To be able to work independently and as part of a team	E		√
Neat and tidy appearance	E		√



PERSON SPECIFICATION

Work within all guidelines of policies and procedures within the Directorate appropriate to the role.	E		√
Responsive to change	D		√
Good reporting skills, written and verbal	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.