



JOB PROFILE

Post Title	Care Assistant – Learning Disabilities
Directorate	Safeguarding
Responsible to	Unit Manager – Learning Disabilities
Responsible for	None
Grade	B

Job Purpose

To assist 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.

Key Tasks

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



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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

Key Responsibilities

1. To deliver high levels of care and well-being to clients both residential and day-care, encouraging independence
2. Ensuring that Individual Care Plans are adhered to and that clients are treated with dignity and respect at all times

Core Competencies *(This should define in one or two sentences the required competency level for the job role)*

- Professional Development

N/A

- Planning & Delivery of Work

Work is produced on time and to a good quality standard.

- Analysis and use of Information

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

- Decision Making

Ability to act on own initiative and apply sound logic to simple decision making and problem solving.

- Working with Others

Receptive to feedback from others and maintains good working relationships with colleagues

- Communication

Good oral and written communication and ability to record factual information accurately

- Influencing and Persuading

Team player, receptive to constructive feedback and seeks clarification when necessary.

- Dealing with Change

Flexible and adaptable to change

- Continuous Improvement

Willing to learn and develop in job role

- Managing Resources

N/A



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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.



PERSON SPECIFICATION

Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
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			
Skills & 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			
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			
Core Competencies				
Professional development (i)	E			



PERSON SPECIFICATION

Planning and delivery of work (i)	E			
Analysis and use of information (i)	E			
Decision making (i)	E			
Working with others (i)	E			
Communication (ii)	E			
Influencing and persuading (ii)	E			
Dealing with change (i)	E			
Continuous improvement (i)	E			
Managing resources (i)	E			
(As per job profile)				
Job Competencies				
Work within all guidelines of policies and procedures within the Directorate appropriate to the role.	E			
Personal attributes				
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			
Willing and able to learn new skills	E			
Responsive to change	D			
Good reporting skills, written and verbal	E			