



COUNCIL OF THE ISLES OF SCILLY

ROLE PROFILE

Role Profile			
Job Title	Assistant: Care Services Senior	Job No. (Office Use)	Grade (Office Use)
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Business Unit	Services to our Community		
Team	Adult Social Care		
Reports to (Job Title)	Care Home and Community Manager		
Suitable for Job Share (Y/N)	Y	If No state reason	
Location	Isles of Scilly	Shift Pattern	As required
DBS check required	Yes		

Job Purpose	<p>The post holder will support the Park house services to ensure the delivery of an integrated, evidence based wellbeing offer that promotes the welfare of vulnerable adults and protects people from harm. The post holder will contribute to a multi-disciplinary team that delivers positive outcomes in the lives of service users on the islands.</p> <p>The post holder will be responsible for the day-to-day management and smooth running of park house services ensuring that service users' needs are met as identified in their personalised care plans, conducting efficient hand overs and keeping accurate documentation. The post holder will train staff in the use of equipment and ensure that training needs are identified and met.</p> <p>The post holder will be expected to contribute to the development of park house services– as the community ages it is likely that demand will increase and become more varied.</p> <p>The post holder (s) will also provide care and support to residents living on the islands. The post holder is one of the most important people to our residents and your contribution can have a huge impact on their quality of life. You will be someone who naturally shows warmth and support to service users and their families; being a friend and companion is as important as providing the daily care that they need.</p>
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	<p>Day to day duties include assisting service users with personal care such as washing, bathing, dressing and undressing of clients, assisting with the administration of drugs and other medication, responding to client's individual needs, adhering to the clients individual care plan, some basic food preparation and some domestic tasks. The post holder will complete daily reports and ensure that the Manager is made aware of any concerns or problems.</p>
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<p>Autonomy and Accountability</p>	<p>The post holder will be responsible for the care of people living in the community or within the residential care home, ensuring and recording that they are assisted to achieve the outcomes set out in their personalised care plan.</p> <p>The post holder will work in accordance with Care Quality Commission standards, Health and Safety regulations and COSHH to ensure that a high standard of care is delivered. The post holder will put the dignity of residents at the core of their work and be able to respond positively and with empathy if a client's behaviour is challenging.</p>
<p>Relationships and Communications</p>	<p>The post holder will have excellent skills in building trusting and positive relationships with residents, their families and other colleagues.</p> <p>The post holder will have knowledge of how to share information legally and professionally.</p>

<p>Management of Resources</p>	<p>The post holder will not have line management responsibilities.</p>
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<p>Working Conditions and Demands</p>	<p>This post requires working outside normal office hours to suit the requirements of service users.</p> <p>The post holder will be expected to use a variety of specialist equipment including hoists and stand aids. The post holder will need a high level of physical stamina as the job can be demanding. You will have a great deal of energy and enthusiasm to engage with service users and an ability to work on your own.</p>
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Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Good basic education, including Maths and English, grades A-C, or equivalent • Experience in writing and maintaining accurate documentation • An NVQ 2/3 in Care or equivalent qualification • Previous experience of caring for the vulnerable adults • Excellent communication and listening skills • Understanding of health and safety issues e.g. infection control, moving and handling, fire regulations, • Understanding of safeguarding • Understanding of the importance of dignity in providing care to our residents • Demonstrable skills in compassion, respect and empathy <p>Desirable</p> <ul style="list-style-type: none"> • Understanding the importance of Clean Care is Safer Care
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Corporate Standards	<ul style="list-style-type: none"> • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. • Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.
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