

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Care Assistant	
Service Area: Children's Services	Post No: 45002402
Section: Beaulieu House	Date: January 2018
Responsible to: Senior Care Assistant	

JOB PURPOSE:

To work as a member of a staff team in a children's home and short breaks unit for disabled children.

KEY TASKS:

1. To promote a nurturing, safe and positive environment for children to live or have a short stay in.
2. To promote a child's development, health and wellbeing.
3. To work effectively with disabled children who may also have a range of other additional needs e.g. ASD, behaviours that challenge, physical disabilities etc.
4. To work in partnership with parents as link workers to the child under the supervision of the senior care assistants, assistant team managers and registered manager.
5. To work within the framework of the 1989 Children's Act and Children's homes regulation's 2015.
6. To transport children in the fleet vehicles.

GENERAL

1. Attend to all children/young person's needs in a respectful way ensuring the individual's privacy and dignity.
2. Report on the physical condition of child/young person to the senior carer or assistant team manager.
3. Deliver personal care in a manner that promotes independence for the child.
4. Eat meals with the children and promote social relationships with other children.
5. Involve the children/young people in a wide range of stimulating activities both in and outdoors, using local facilities.

6. Undertake household duties within the homes as and when required e.g. cooking, washing, cleaning, ironing, shopping etc.
7. To administer and undertake certain health/medical procedures under the supervision of the senior care assistant or nurse within the individuals assessed levels of competency.
8. Follow plans of support, such as care plans, risk assessments and behaviour support plans.

CHILD/YOUNG PERSON'S DEVELOPMENT

1. Accept the role of link worker to any child as is requested – acting as a key link person between home, families and social workers and other professionals.
2. To be involved with child, family, social worker and other professionals in planning, implementing and monitoring individual personal plans of care under supervision of the senior care assistant or assistant team manager.
3. To provide written reports as and when required.
4. Attend planning meetings and statutory reviews as a link worker as and when required.
5. Attend in-house team meetings as and when required.
6. Responsibility for safeguarding and promoting the welfare of children and young people.
7. Ensure children are aware of E-Safety and protect them from hazards on line.

STAFF DEVELOPMENT AND TRAINING

1. Attend staff development courses and attend workshops, training courses, seminars, conferences and development groups as and when required.
2. Participate in supervision sessions with the senior care assistants.

DIVERSITY

1. Encourage the development of spiritual beliefs and enable the child to access places of worship if required.
2. Support children who identify as LGBTQ+ and ensure practice is anti-oppressive.
3. Ensure that belief specific diets are respected and followed to the persons individual beliefs.

BEHAVIOUR FRAMEWORK

1. Communicating information – identifies and use the most effective means of communication, appropriate to the situation and individuals involved.

2. Self Management – manage own behaviour to achieve results and develop and maintain effective working relationships with others.
3. Teamwork – be motivated to work together with others and in a variety of different team settings.
4. Professionalism – set and maintain a high personal and professional standard.
5. Development and Training – learn from experience and continually improve.
6. Managing Tasks – (organisation skills) – plan, organise, prioritise and control work, ensuring effective use of time, money and resources.
7. Innovation and Improvement – show creativity and innovation in developing new ways of working.

ADMINISTRATION

1. To report incidents and accidents using the template forms at Beaulieu and electronically using the IWC systems.
2. Welcome and integrate new members of staff to their duties.
3. Implement financial transactions as per house policy.
4. Be aware of the Health and Safety and Fire policies and procedures.
5. Be aware, updated and familiar with all IWC policies and procedures.
6. Undertake other duties as requested in the interests of the smooth running of the home.

FLEXIBLE WORKING

1. To be able to work flexible shift pattern including night duties as required.
2. To be able to undertake sleep-in duties as required.

GENERAL

1. To observe all the requirements of the Trust's policies and procedures.
2. To observe complete confidentiality of all information including awareness and adherence to the legal requirements of the Data Protection Act.
3. Responsibility for safeguarding and promoting the welfare of children and young people.

CONFIDENTIALITY IS ESSENTIAL IN ALL ASPECTS OF THIS POST

1. Any other duties and responsibilities as determined by the Team Leader within the parameters of the post.

This job description is not intended to be an exhaustive list of the responsibilities of the post. It will be subject to review and revision in the light of developments and following appraisals, in any event, not less than yearly.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates

Please note that this role falls within the strategic partnership between the Isle of Wight Council and Hampshire County Council. The employer will be the Isle of Wight Council and employment is on Isle of Wight terms and conditions. Hampshire County Council delivers, on behalf of the Isle of Wight Council, all of its children's services functions and will do so for a period of five years from 1 July 2013 with a review after three years or until the agreement has been revoked by the Secretary of State. The management reporting line for this role is ultimately through Hampshire County Council Children's Services Director/Assistant Director and managers who take operational responsibility for children's services.