

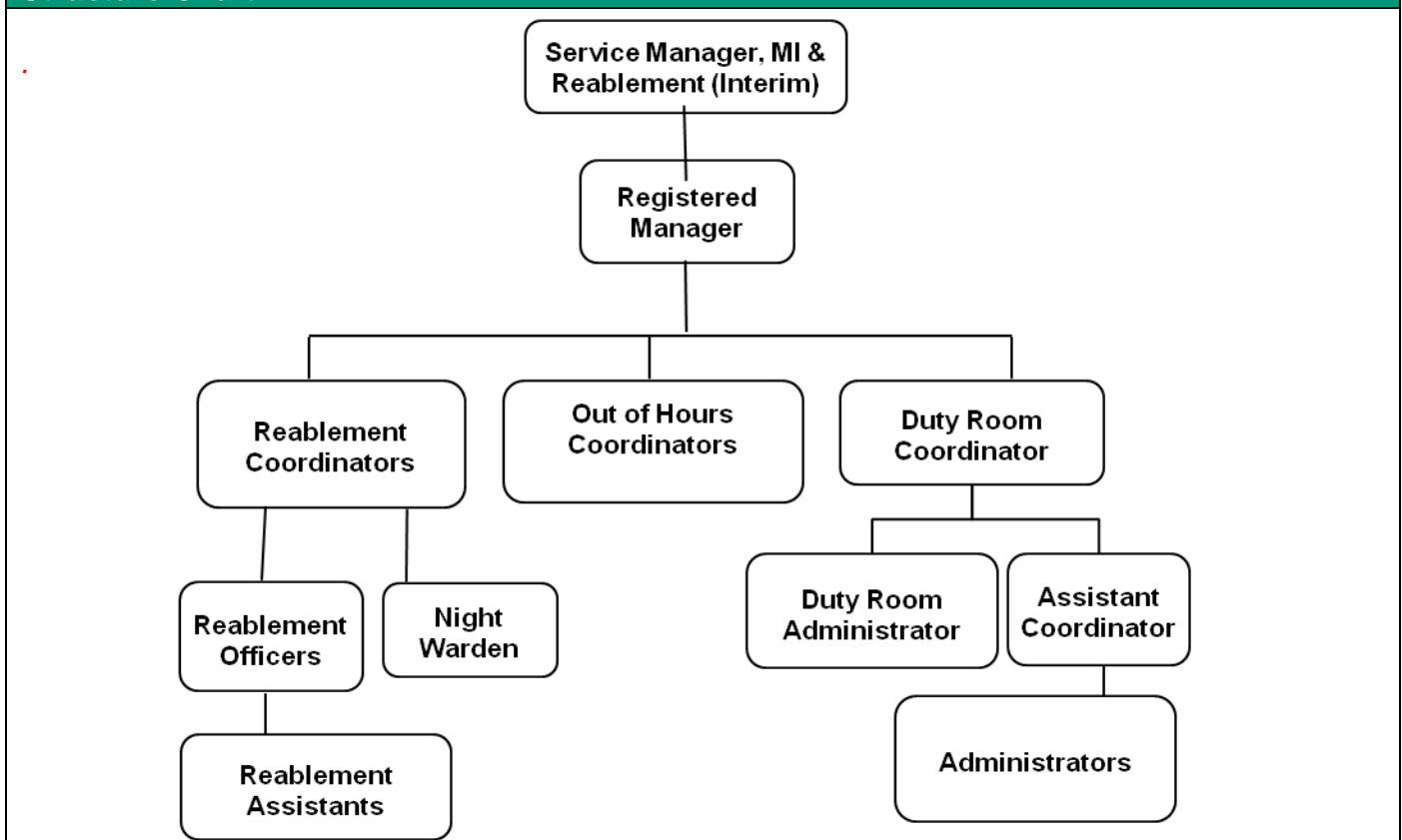
Job Description and Person Specification

Job title:	Reablement Assistant
Directorate:	Communities
Service:	Adult Social Care
Team:	Reablement
Post number:	Various
Salary grade:	C/D
Work location:	West Street House
Reports to:	Reablement Coordinator
Supervises:	N/A

Job Purpose

- To enable service users to remain in their own homes by providing the support and care needed to help them achieve maximum independence working closely with the OT HomeSafe team
- To work “with” service users to achieve outcomes, rather than working “for” them.
- To encourage service users regain their confidence all the while promoting their self-respect and dignity
- To provide the highest standard of care provision every day of the year, including early mornings, evenings, weekends and Bank Holidays

Structure Chart



Main Duties and Responsibilities

- To undertake duties as identified in the service user plan.
- To assist the service user to remain safe and secure at home.
- To help the service user to look after own health
- To appropriately record and report any changes in circumstances in the service user's social or health condition in the observation booklet and to the line manager.
- To comply with all risk assessment and to be responsible for notifying your line manager of any changes you think may be necessary.
- To notify the office daily of any changes made to the programme of work
- To ensure that your timesheet is an accurate reflection of your work, and to be responsible for ensuring it is returned to the office at the specified time.
- To participate in a two week rolling rota. This will include working alternate weekends and some Bank Holidays.
- To be accountable for your work practice and take responsibility for maintaining and improving your knowledge and skills
- To respect the rights of service users, and to strive to establish and maintain their trust and confidence, and that of their families and personal carers.

The tasks and expectations of a home carer will include:

- Enabling and assisting service users with personal care tasks which will include; washing, dressing, showering, bathing, dressing and undressing, oral hygiene, toileting and getting in and out of bed.
- Assisting service users with their mobility using the appropriate equipment as instructed
- Enabling service users to prepare/ and or heat meals, drinks and evening snacks where necessary and monitoring food and drink intake
- Enabling or providing assistance with continence including: help with continence pads, toileting, catheter and colostomy care and emptying and cleaning commodes.
- Maintaining an hygienic environment
- Domestic cleaning, doing the laundry
- Enabling service users to take their prescribed medication and completing the necessary documentation.
- In some instances to provide support to enable children to live at home with their families.
- To participate in regular supervision, team meetings and annual appraisal.
- To undertake training as necessary to perform your duties to the highest standards.
- To comply with all West Berkshire policies and procedures
- To undertake any other reasonable duties as required by the service.
- In some instances to provide support to enable children to live at home with their families.
- Transporting and escorting service users
- To participate in regular supervision, team meetings and annual appraisal.
- To undertake training as necessary to perform your duties to the highest standards, including registering for NVQ2 in care within 6 months of commencement of employment.
- To comply with all West Berkshire policies and procedures
- To undertake any other reasonable duties as required by the service.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Our Service users are made up of: elderly frail and disabled (the majority); adults with mental health, learning or physical disabilities and, in selected cases, children. The profile of these services is as high as any in the Council. The sensitivity and the complex issues being dealt with in human terms are enormous. The public expectation of high quality services is great.

Reablement Assistants mainly work alone without immediate access to a supervisor on site, they work in a range of environments, travel times can often be high and they are frequently required to make decisions on behalf of service users based on their own judgement. WBC policies and procedures, training provided, NVQ2 and operational handbook will provide a level of competence and knowledge

Person Specification

Qualifications	Essential/ Desirable
NVQ2 in Care or equivalent	E
GCSE level C or equivalent in English and Maths	E
Reablement trained	D
Experience	
A minimum of 2 years experience in caring in a Social Care setting	E
Knowledge and experience in specialist care	D
Skills and abilities	
An ability to put forward ideas and make suggestions to improve working processes and conditions	D
Ability to respond and cope appropriately in emergency situations and to when to act and when to get advice.	E
Ability to communicate at various levels and with various professionals	E
Good negotiation skills and the ability to develop rapport with individuals in a short period of time.	E
Ability to write factual reports	E
A desire to learn new skills and make suggestions to improve work practice	E
Ability to travel across West Berks Council area, wherever the needs of the service dictate.	E
Work-related personal qualities	
Available to work the set rota	E
Willing to work as part of a team to ensure colleague support and continuity of care for the Service Users	E
Committed to providing quality service provision	E
A positive attitude to change and well motivated	E
Other work-related requirements	
Full UK Driving License or equivalent EU and EEU License	E
Daily use of a vehicle	E