

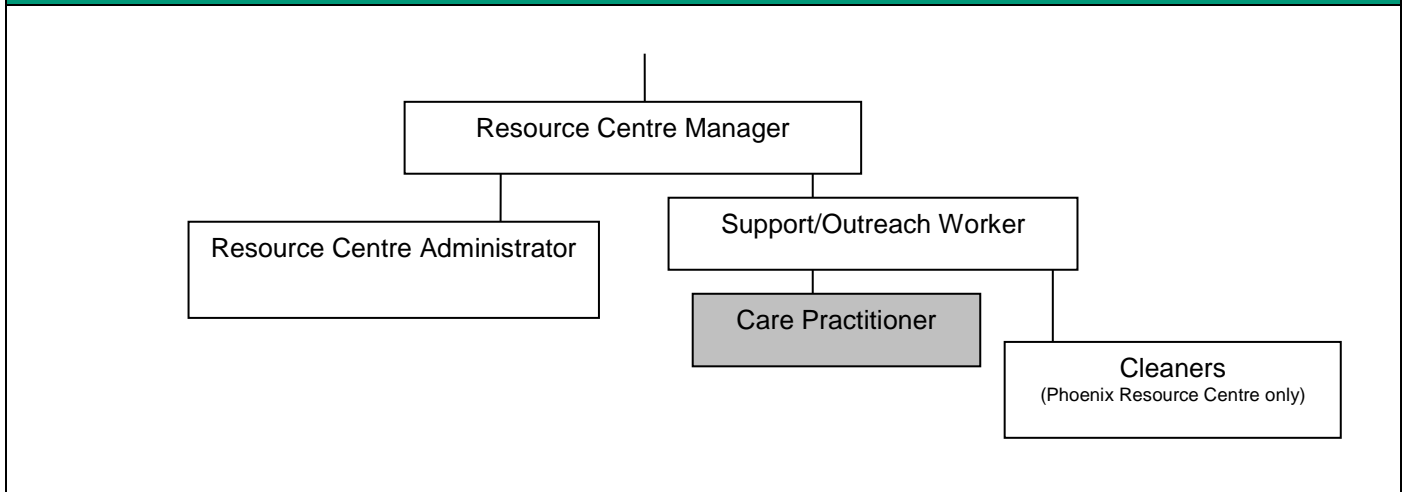
Job Description and Person Specification

Job title:	Care Practitioner
Directorate:	Communities
Service:	Adult Social Care
Team:	Provider Services – Day Opportunities
Post number:	03795
Salary grade:	C-D
Work location:	Greenfield House
Reports to:	Resource Centre Manager
Supervises:	

Job Purpose

- To support adults with physical and learning disabilities and those who may be frail and have dementia.
- Ensure that all services offered in the building and in the community meet Adult Social Care principles of enablement and maximising independence and self directed support.
- To provide personal care to users of the Resource Centre whilst there.
- To provide passenger assistant duties in the community and on transport.

Structure Chart



Main Duties and Responsibilities

- To ensure that customers are supported and that the support provided meets their needs.
- To maintain the general welfare of customers, attending to physical and personal care tasks whilst allowing customers to achieve maximum independence.
- To attend to any emergency customer issues (e.g. unpredictable behaviour, illness, etc.) promptly and in accordance with relevant policies and procedures.
- To support the Support/Outreach Workers in the planning and running of group activities for customers and to support individual customers participating in these activities in the centre and community. As and when required, under the guidance and instruction of the Support/Outreach Workers to lead activities and sessions.
- To work within the Resource Centre staff timetable so that customers are supported at lunchtimes and to act as a passenger assistant in line with service need.
- To work within the appropriate policies and procedures and complete associated paper work.
- To work flexibly and undertake any other duties commensurate with the post as may be required for the efficient running of the Resource Centre.
- To support customers with their personal care and nutritional needs and to support customers to take part in activities under the supervision of Support/Outreach Workers and the Resource Centre Managers.
- To complete practical tasks such as laundry and kitchen duties, food preparation and other duties to support the operation of the service.
- To adhere to the West Berkshire Council dress code and to represent the council in a professional and appropriate manner at all times whilst at work.

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

No budget responsibilities

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
To hold or be prepared to undertake a relevant Level 2 in care or equivalent qualification	E	1
To hold or be prepared to undertake a relevant food handling qualification	E	2
Experience		
Providing personal care to vulnerable adults	E	1
Knowledge and understanding		
Knowledge of Health & Safety	E	1
Knowledge of Safeguarding	E	2
Knowledge of WBC Policy and Procedures	D	1
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to carry out moving and handling practice in accordance with Council procedures and national guidance	E	3
Ability to communicate effectively and in a positive manner with customers, carers, colleagues and other professionals	E	4

Able to relate to customers with a sense of understanding and patience	E	5
Able to cope in an emergency situation	E	6
Ability to read and write simple reports	E	7
Ability to deal with customers with complex needs and behaviours	E	8
Work-related personal qualities		
Respect for confidentiality	E	1
Flexible approach to work	E	2
Good interpersonal skills	E	3
Commitment to ensuring equality and diversity in everyday practice	E	4
Skills or interests which could be incorporated into work with customers	D	1
Interest in planning, organising or participating in social events, outings or fund-raising activities	D	2
Other work-related requirements		
Flexibility and adaptability	E	1
Ability to travel between Resource Centres when required and to hold appropriate business class insurance if driving	E	2
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.		
Enhanced DBS Check with relevant barred lists	E	3