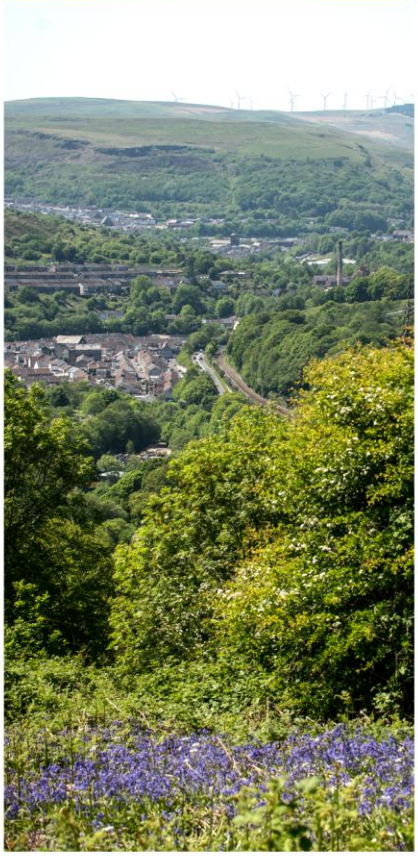
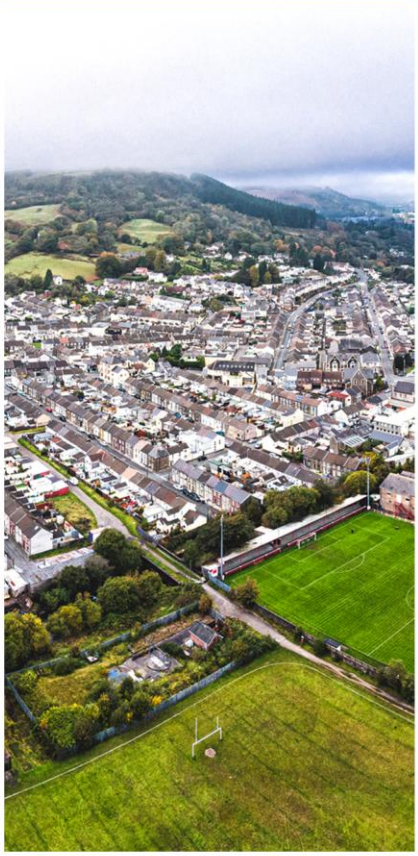
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

JOB DESCRIPTION

Casual Care / Domestic Assistant

Post Reference Number: various
Date of Job Description: 14.12.2023
Version: 1

Grade	Grade 4
Location	Residential Homes / Resource Centres
Group	COMMUNITY & CHILDREN'S SERVICES
Division	Accommodation Services
Department/Section	Residential Adults
Team/Sub Section	Residential Homes / Resource Centres
Responsible to	Registered Manager
Posts reporting to this post	None
DBS Required	ENHANCED ADULT

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.
We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement of 26 days (pro rata, increasing to 31 upon 5 years of completed service), plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

To provide care and support to residents/clients at the Home/Resource Centre, in line with the standards, policies and procedures of RCT

What you will deliver:

1. To meet the needs of residents/clients in accordance with their plan of care

2. To take responsibility for being aware of and adhering to the standards, policies and procedures of RCT in relation to provision of care in the Council's Homes/Resource Centres

3. To be aware of the danger of fire and to check the building at half hour intervals for the same

4. To be aware of the fire drill procedure including zone evacuation

5. To actively pursue a personal development plan

6. To participate in the preparation and maintenance of individual provider/service plans for residents/clients and to include encouraging the involvement of the resident, client and carer in the process to participate in the care management review of the placement when requested and when appropriate

7. Providing emotional support to residents/clients through effective communication by: - providing for the personal care needs of residents/clients with sensitivity, to include dressing, washing, bathing, grooming, feeding, toileting and care of clothing and personal property and accompanying residents to hospital in emergencies as required

8. Ensuring residents are given and encouraged to take prescribed medication in accordance with Divisional medication guidelines and the individual provider service plan

9. Basic preparation and serving of food in accordance with food hygiene regulations

10. Maintaining cleanliness of work location as per the cleaning routine. This will include any area that cannot be cleaned by day and to include rota washing of carpets and operation of the laundry equipment

11.Completion of appropriate paperwork where necessary to include delegated responsibilities e.g. Special Responsibility duties for those staff who are appropriately trained, in the absence of a Senior Care Officer/Resource Centre Manager

12.To participate in and contribute to continuous personal development through training, supervision and appraisal as identified by line management

13.To adhere to the Health and Safety Legislation and the policies and procedures of the Council

14. All staff working for the council are expected to respond appropriately to any concerns they may have regarding the abuse/inappropriate treatment of vulnerable adults. This will usually mean alerting their line manager. The protection of vulnerable adults is a core responsibility at all times

What you will deliver:

15. To register as an ‘Adult Care Home Worker’ with Social Care Wales and maintain registration throughout employment

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council’s Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person’s Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Commitment to undertake QCF/NVQ2 in: Housekeeping / Catering or Care relevant to duties within 2 years of appointment	QCF/NVQ Level 2 in Care / Housekeeping / Catering

Experience:

Essential	Desirable
Working or spending time with an older person or person with a disability	Previous work in care

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 ☒ *All employees will be required to undertake a basic Welsh Language induction to reach this level* Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐	Welsh Language Level 2 ☒ Welsh Language Level 3 ☒ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☒ Welsh Language Level 5 ☒
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	

What skills you will use in the workplace:

Competency	Community & Social Care Framework
Competency Areas	**Competency behaviours and values**
Communicating Effectively	• Genuinely listens to other's views, openly considering what they are saying. • Produces clear, accurate and up to date reports and records.
Earning Service Users' Trust	• Respects service users' individuality, feelings and beliefs, their rights to privacy and to make choices. • Is person centred and empathetic in responding to individuals' emotional and psychological wellbeing.
Working with Change	• Is willing to try new ways of working and is flexible to them. • Has creative and different ideas about how to move things forward in service areas.
Achieving Results	• Is positive and creative about what can be achieved with existing resources / budgets. • Takes responsibility. • Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information.
Encouraging Professional Development	• Is open to alternative methods of development, eg training, coaching, reading, mentoring, experiential learning. • Participates in regular reviews and supervisions to identify goals and areas for development.
Complying with Health and Safety	• Is aware of all relevant Health & Safety procedures. • Always reports any risks or incidents to the correct people.

Special Conditions and Professional Requirements

There is a requirement to work morning, afternoon and night shifts during the week, weekend and Bank Holidays.

Requirement to register as an Adult Care Home Worker with Social Care Wales within 6 months of appointment, and maintain registration throughout employment.

Enhanced DBS check on appointment and periodically throughout employment.