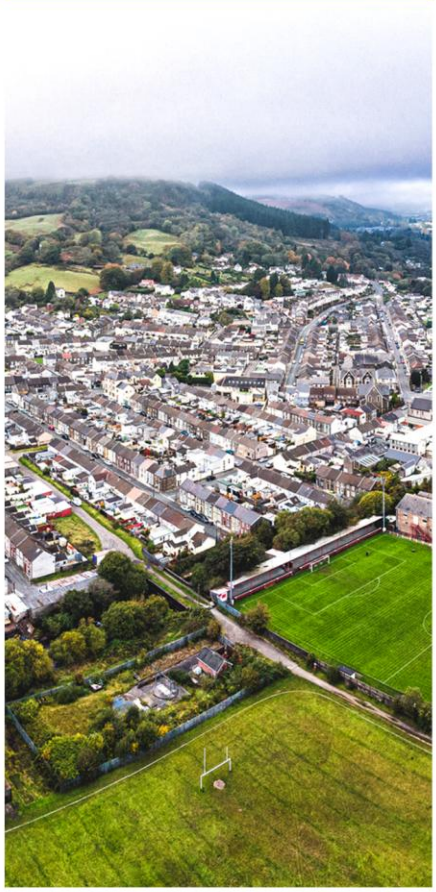
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

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 Independent Living Support Worker

Post Reference Number: TBC
Date of Job Description: June 2026
Version:

Grade	Grade 6
Location	Ysbyty George Thomas Day Service
Group	SOCIAL SERVICES
Division	ADULT ACCOMMODATION
Department/Section	DAY CARE
Team/Sub Section	YSBYTY GEORGE THOMAS
Responsible to	Day Service Manager
Posts reporting to this post	None
DBS Required	ENHANCED ADULT WITH BARRED LIST – 3 YEARLY RENEWAL

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, starting at 26 days (pro rata) rising to 31 days after 5 years of 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 maintain the skills and independence of individuals with dementia and/or severe mental ill health.

To ensure that the Older Persons Mental Health and Dementia Service is responsive to individual needs and that the service provided is of the highest quality.

What you will deliver:

1. To devise, implement and monitor outcome focussed plans, to achieve identified goals for an allocated number of individuals (including outreach).
2. To arrange, organise and participate in the provision of individual and group programmes to meet identified goals.
3. To provide personal care as and when required.
4. To work effectively with your own and the wider teams, including voluntary and other statutory organisations.
5. To ensure good communication and information sharing between team members, to promote a positive work environment.
6. To take named worker responsibility for individual service users.
7. To act as a point of contact for the individual, families and carers.
8. To maintain clear professional boundaries at all times.
9. To actively promote the integration of individuals into local community, through support and monitoring.
10. To liaise with appropriate professionals and service providers to ensure that the individual service users' needs are met.
11. To maintain and update appropriate records, as required.
12. To report any significant changes to the individual's circumstances to the Care Co-ordinator (NB the Care Coordinator is the person responsible for compiling the individuals Care Plan - could be a Social Worker, Community Nurse or other Mental Health Professional).
13. To attend individual planning meetings and provide written or verbal feedback as requested to other officers e.g. Day Service Manager or Care Coordinator.
14. To maintain the service user's dignity at all times whilst carrying out support.
15. To promote and maintain high standards of practice as determined by the Council, the Codes of Practice for Social Care Work and National Vocational Standards.
16. To ensure that individuals, families and / or representatives are aware of the authority's complaints procedure.
17. To adhere to all financial and administrative procedures as required.
18. To ensure a safe environment at all times, in accordance with Health and Safety policies and risk assessment procedures.

What you will deliver:

19. To adhere to all divisional policies, guidelines and procedures.
20. To undertake all relevant training including relevant QCF units.
21. To participate in regular team meetings, supervision in line with the authority's requirements.
22. To maintain confidentiality in accordance with the terms laid out by the council and contained within the employment contract.
23. 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.
24. 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.
25. 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
An understanding of the needs of people with dementia and/or mental ill health	Level 2 Health and Social Care: Core and Level 2 Health and Social Care: Practice (Adults)
Commitment to undertake Level 2 Health and Social Care: Core and Level 2 Health and Social Care: Practice (Adults)	

Experience:

Essential	Desirable
	Work experience preferably in a care setting

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 2 ☒ Welsh Language Level 3 ☒ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☒

Welsh Language Level 3-5	☐	Welsh Language Level 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**
Working with partners	Works to overcome conflicting viewpoints for the best interests of the service user. Actively identifies partners and community networks that can be used for the benefit of the service user.
Working with team members	Recognises that all members of the team have different skills and experiences that can be drawn on. Is flexible and considerate in helping colleagues to achieve their goals.
Communicating effectively	Is able to deliver difficult messages sensitively. Produces clear, accurate and up to date reports and records.
Looking after the service users' best interests	Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward. Is able to analyse, summarise and record the situation for/with the service user effectively taking into account potential barriers.

Earning service users trust	Respects service users' individuality, feelings and beliefs, their rights to privacy and to make choices. Is person centred and empathic in responding to individuals emotional and psychological well-being.
Working with change	Makes changes and ideas a reality and helps to make them work. Is able to "sell" positive aspects of change to others. .
Achieving results	Is able to work effectively when under pressure. Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information.
Encouraging Professional development	Recognises that there is always room for self-improvement. Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experiential learning.

Special Conditions and Professional Requirements