Isle of Anglesey County Council

Job Description / Person Specification

PART A

Job Title: Care Assistant - Residential Care Home

Post Number:

Service / Section: Provider Unit

Grade: 3

Overall Job Purpose:

To participate in the delivery of care to the residents to ensure that their physical, social, intellectual and emotional needs are met and ensuring dignity, choice, independence and respect.

To work effectively with others within the home to ensure that resident's needs are met.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

In accordance with the Local Authority's Corporate Safeguarding Policy and the Social Care Wales Safeguarding Framework, this role requires the postholder to complete safeguarding training at the appropriate level. All employees must complete Group A (mandatory e-learning). In addition, the post holder will need to ensure that they comply with the requirements of the below level of training in accordance to the Safeguarding Training Framework.

Group B ☒
Group C ☐
Group D ☐
Group E ☐
Group F ☐

For guidance on above Safeguarding levels, visit: https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards

Main Duties / Responsibilities:

To ensure that each resident receives assistance with all elements of their personal care to include washing, dressing and assisting residents in all aspects of daily living as required. To assist the residents with their toileting needs, including continence promotion.

Ensure the highest standard of holistic care and attention are given the residents in the home.

Act as a key worker for a designated number of residents within the Care Home environment. Contribute to the care planning process, accurately completing all necessary records.

To participate with the team for continual monitoring of each resident's health needs. To include appropriate liaison with senior staff.

To ensure resident's choice and independence is respected and have knowledge of resident's risk management plans.

Assist in serving meals and drinks to residents particularly those who require help with feeding.

Participate and encourage residents to participate in recreational activities and help provide physical and mental stimulation for residents.

Give a daily report to the person in charge at the end of each shift concerning the care delivered to your designated residents noting any changes.

To ensure that daily reports are comprehensive, accurate and up to date.

To escort residents to hospital out - patient's appointments as required.

To help with the admission and discharge of residents, including listing of
Resident's property/clothing.

Assist in weighing of residents.

Help support and develop new and less experienced Care Assistants

Assist with social functions within the home.

Be responsible for the health and safety of self, other staff, residents and visitors under the Health and Safety regulations. Report any hazards or potential hazards to the person in charge.

Report immediately to the person in charge, any accident or incident, which may occur to a resident or a member of staff.

To attend staff meetings on a regular basis.

Maintain confidentiality of information regarding residents, visitors and staff.

Attend all statutory training sessions making certain that practices reflect the learning outcomes of the training.

Person Specification:	Essential (E) Desirable (D)
Education and Training **The minimum educational requirements/professional or vocational qualifications for the post:** 1. NVQ Level 2 in Care or willing to work towards the qualification within 6 months of being in post. **Any specific training required for the post including Certification:** 1. Previous experience in domesic work 2. Previous experience in care work 3. Previous experience in working with the elderly	**Essential** **Essential** **Essential** **Essential**
Key Competence Requirements **Job related knowledge:** 1. Communicate in Welsh and English 2. Work as a member of a team 3. Good written skills 4. Willingness to attend training 5. Ability to undertake extra responsibilities 6. Ability to cook 7. Knowledge of Health and Safety	**Essential** **Essential** **Essential** **Essential** **Desirable** **Desirable** **Desirable**
Specific skills: 1. 2. 3.	

Position in the Organisation:	
Reports to:	**Care Home Manager / Assistant Manager**
Staff Supervised:	

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

Working Arrangements and Conditions:	
Working Week:	Any 5 out of 7 Monday – Sunday
Identified Work Base:	Anglesey – Plas Crigyll
Contracted Hours:	27

Language Requirements						
Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐

Flexibility

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

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: May 2022

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

PART B	Part A and Part B need to be completed fully for Job Evaluation Assessment

Further Knowledge, Skills and Competencies required for job evaluation assessment (can also be assessed during Interview):

Financial Resources	
Level:	N/A
Indicative Value:	**N/A**

Physical Resources	
Land and buildings - No./area	Value: £ N/A
Plant / Vehicles / Equipment	Value: £ N/A
Information Systems - No./volume	Value: £ N/A

Delegation:
Deputise for the xxxxxxx as and when required.

Demands within the job:	
Physical Demands:	Manual handling of people and objects. Able to work flexibly including unsocial hours.
Mental Demands:	Good interpersonal skills To be able to identify problems and report to the appropriate person.
Emotional Demands:	The job may involve contact with people who's behaviour places emotional demands on staff.

Normal Work Location:
In any of the Authority's Care Homes.
☒ Normally office based
☐ Office based but with some site / home / meeting visits
☐ Role involves substantial travelling with occasional visits to identified work base

Business Travel:

☐ No business travel

☒ Some business travel. Postholder may be called upon to provide own vehicle

☐ Some business travel. Council vehicle may be provided to postholder

☐ Postholder employed as driver / required to operate specialist machinery

Exposure to disagreeable working conditions

Environmental:

☐ Minimal / normal office environment

☒ Some

☐ Significant

Aggressive / Difficult Clients:

☐ Minimal

☒ Some

☐ Significant

Other Conditions

DBS Check Required:

☒ Enhanced

☐ Standard

☐ Not Applicable

Work Flexibilities / Restrictions

Politically Restricted Post:

☐ Yes

☒ No

Home / Mobile Phone Provided:

☐ Yes

☒ No

Protective Clothing Provided:

☒ Yes

☐ No

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time whe necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in term of revision
5	Skilled – able to compete written work without the need for revision