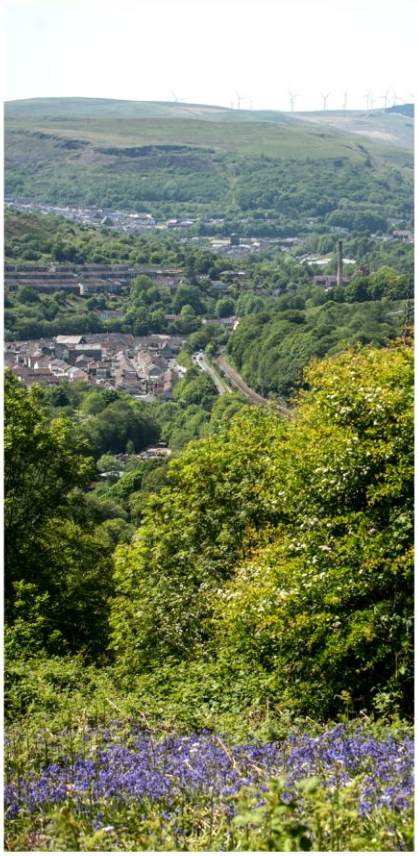
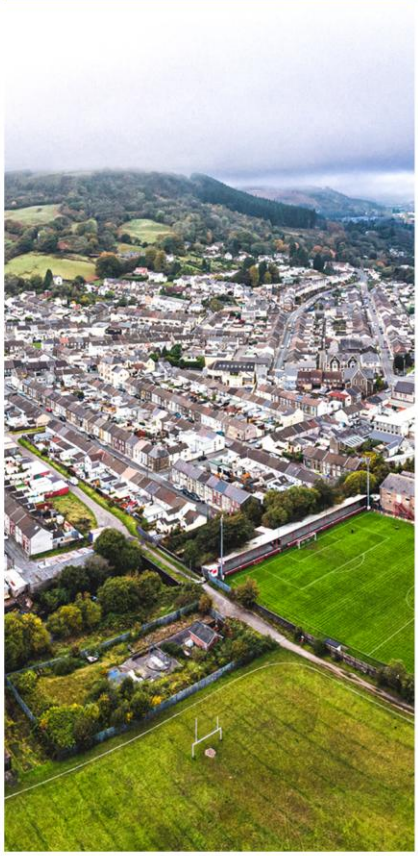
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

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

Day Services Assistant

Post Reference Number:
Date of Job Description: October 2011, updated March 2024
Version: 2

Grade	Grade 5
Location	Cwmni Dda, Cwrt Yr Orsaf & Dan Y Mynydd Day Centres
Group	SOCIAL SERVICES
Division	Adult Accommodation
Department/Section	Day Care
Team/Sub Section	Cwmni Dda, Cwrt Yr Orsaf & Dan Y Mynydd Day Centres
Responsible to	Day Service Manager
Posts reporting to this post	None
DBS Required	ENHANCED ADULT INCLUDING BARRED LIST WITH 3 YEAR 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 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 the people accessing day services.

To meet the assessed needs of service users identified within their individual service plan or enablement programme and to ensure the service provided is of the highest quality.

To promote partnership working within the community which enables individuals to achieve their goals and reach their true potential.

What you will deliver:

With support from the Manager, be able to:

1. Devise; implement and monitor service plans for individuals in accordance with person centred planning.
2. Liaise with assessor and provider staff within the Division to ensure that service plans and risk assessments are accurate and shared with the appropriate staff.
3. Actively promote the independence and integration of individuals in social, recreational and employment activities, and to participate in outreach / community activities.
4. Develop knowledge and establish links with a range of local services which will enable individuals achieve the goals identified in their service plan.
5. Provide personal care (washing, dressing, bathing, feeding & toileting), where needed, ensuring that the service users' dignity and self-esteem is maintained at all times.
6. To act as the named worker for a designated number of service users and be a point of contact for families, carers and others.
7. Report and record incidents / accidents to the Manager / Day Services Development Manager with reference to individual service users as required by Corporate & Divisional health & safety policies and procedures.
8. Comply with contingency arrangements in the event of an emergency situation.
9. Prepare and serve refreshments / lunch when required.
10. Act as escort to service users on the Day Services vehicles.

What you will deliver:

11. Work closely with other professional colleagues and maintain contact with family / friends to review service users' individual provider plans.
12. Support the rehabilitation needs of individual service users through carrying out specific and purposeful activities.
13. Record financial transactions as appropriate.
14. Participate in team meetings, case conferences and supervision sessions.
15. Work as a team member and contribute positively to the work of the team ie ensure good communication and the sharing of information between team members.
16. Adhere to and promote safe working practices at all times in accordance with health and safety policies and procedures
17. Be aware of and comply with the Divisional Complaints Procedure
18. Contribute to the identification of your own training needs and undertake the appropriate training as identified by the manager.
19. Comply and operate procedures and methods developed through participation on training courses.
20. Take action as directed by the manager to maintain adequate cover at all times, following the agreed procedure for the replacement or increase of staff.

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.

What you will deliver:

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 Level 2 Health and Social Care: Core and Level 2 Health and Social Care: Practice (Adults)	Level 2 Health and Social Care: Core and Level 2 Health and Social Care: Practice (Adults)
Understanding of confidentiality and privacy	
Understanding of the issues facing elderly people and people with disabilities, including equal opportunities, race equality and anti racism	

Experience:

Essential	Desirable
There are no essential experience requirements, as it is anticipated that candidates will bring to the job a variety of employment and life skills and experience that will be of relevance.	Experience of working with older people and / or people with a disability.

Welsh language skills:

Essential		Desirable	
Welsh Language Level 1	☒	Welsh Language Level 2	☒
All employees will be required to undertake a basic Welsh Language induction to reach this level		Welsh Language Level 3	☒
Welsh Language Level 2	☐	Welsh Language Level 3-5	☐
Welsh Language Level 3	☐	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

Ability to work flexible hours.

Able to relate, with empathy to people of all ages and disabilities.

Ability to help people with their personal care.

Ability to undertake moving and handling tasks