

Day Opportunities, City College Peterborough

Job Description

Department: City College Peterborough

Division/Section: Day Opportunities – Kingfisher Centre

Job Title: Service Assistant

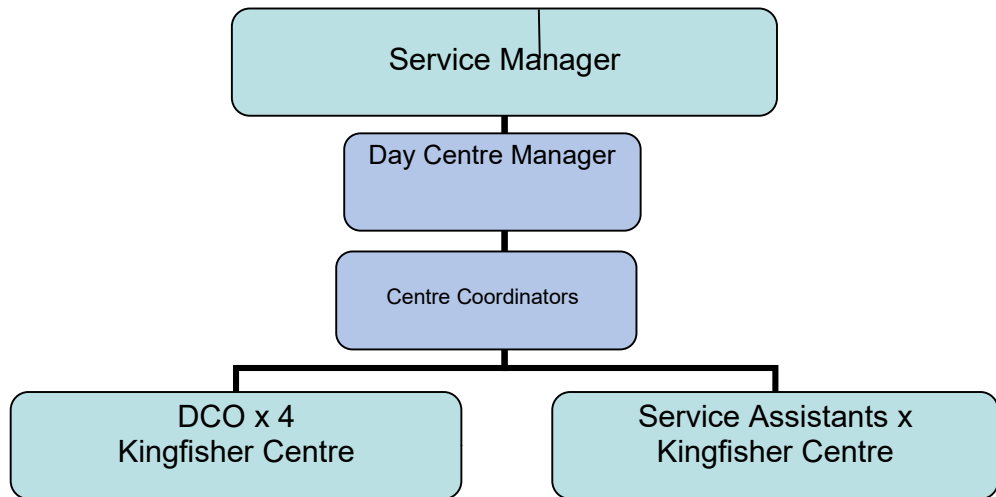
Post No:

Grade: Grade 5

Reports to: Centre Manager/Centre Coordinators

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



Does the post involve working in regulated or controlled activity with children or vulnerable adults?
CRB Check applicable?

Regulated Controlled Neither

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports:

No. of indirect reports:

Size of budget:

- state whether **accountable** for (i.e. budget holder)
or **accounting** for (e.g. monitoring)

Job Purpose:

To promote a person-centred approach to the promotion of independence and empowerment of people using services, supporting those people to attain their full potential. This should be carried out in a sensitive manner whilst maintaining individual's dignity, even when presented with volatile and/or behaviours of concern.

Main Duties and Responsibilities:

1. Assisting with the personal care of service users which may include help with washing, bathing, , and dressing in order to promote individuals' dignity and independence.
2. To assist Supported People with eating and drinking as determined by individual need and input from SALT to promote physical wellbeing.
3. To undertake general domestic tasks in line with infection control with or on behalf of Supported People to promote dignity, comfort and independence
4. To assist with the planning, facilitating and evaluating in undertaking individual and/or group work with Supported People within the day service and/or community settings as determined by the care plans, including escort work to promote individuals' confidence, independence, and acquisition of skills.
5. To undertake support work with carers/families as determined by the assessment process to promote their involvement with and ability to care for Supported People
6. To administer pre-dispensed drugs within agreed procedures to ensure care plans are adhered to
7. To attend meetings/reviews as requested and to complete departmental records to ensure that policies and procedures are adhered to.
8. To participate in staff training activities to develop practice skills and teamwork
9. To ensure that the line manager is alerted immediately regarding any incident/development which might have a significant effect on a service user(s) to ensure departmental procedures are followed and council policies on fire prevention/health and safety are adhered to.
10. To liaise with relatives, Health and social care professionals, other integrated team members, primary care and other colleagues when required in the promotion of the Supported Persons independence
11. To provide personal health and social care support and care where people have a learning disability, complex and/or volatile care needs and/or where the person may present behaviours of concern. This includes undertaking a range of tasks such as community participation, day opportunities, supported living opportunities, personal care, meal preparation, assisting to eat and maintenance of essential hygiene (shower area, kitchen work tops etc).
12. Take a proactive approach to service and personal development including the completion of QCF in Care level 1 & 2.
13. To complete daily communication records, and file recording, alerting the Centre Coordinators/Manager or other appropriate colleagues to any change in circumstances
14. To work with Supported People in order for them to achieve their full potential through goal-centred care plans, and proactive case monitoring
15. To be prepared to deal with people who are often emotional & unpredictable in behaviour and be able to use negotiating skills to enable a person to fulfil their needs, and be as independent as they can be, according to their care plan and physical/mental health situation

Generic

Responsibilities:

To carry out all duties in accordance with the Trust's equal opportunities policy and other policies designed to protect employees and service users from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees or service users. The post holder should counteract such practise or behaviour by challenging or report it.

To carry out all duties in accordance with Trust policies and procedures

To contribute to team working within the department

To promote high standards of Health, Safety and Welfare, ensuring that the trust complies with statutory requirements

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this trust to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 04/04/12 **COMPLETED BY:** Debbie Hembrow