

**Job Description**

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| <b>Department:</b>                                                                        | Adult Social Care                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Division/Section:</b>                                                                  | Reablement                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Job Title:</b>                                                                         | Reablement Support Worker                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Post No:</b>                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Grade:</b>                                                                             | Grade 6                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Reports to:</b>                                                                        | Reablement Practitioner                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Organisation Chart:</b><br>Show immediate manager and any jobs reporting to this post. | <pre> Reablement Deputy Manager   Reablement Practitioner   Reablement Support Worker                     </pre>                                                                                                                                                                                                                                                                                                             |
| <b>DBS Check applicable?</b>                                                              | Basic <input type="checkbox"/> Standard <input type="checkbox"/> <b>Enhanced <input checked="" type="checkbox"/></b> None <input type="checkbox"/>                                                                                                                                                                                                                                                                           |
|                                                                                           | <p><b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b></p> <p>Yes <input type="checkbox"/> <b>No <input checked="" type="checkbox"/></b></p>                                                                                                                                                                                                                |
| <b>Line Management responsibility for:</b>                                                | <p>No. of direct reports: 0<br/>                 No. of indirect reports: 0</p>                                                                                                                                                                                                                                                                                                                                              |
| <b>Job Purpose:</b>                                                                       | To provide care/support to service users with a person-centred approach. Ensuring the delivery of client care and support needs within their identified Goal Plan/care plan encompasses the promotion of independence and the learning of new skills. This will support service users to attain their full potential. This should be delivered using skills and sensitivity which promote and maintain individuals' dignity. |

**Main Duties and Responsibilities:**

- To support clients to achieve their maximum potential through outcome focussed support goal plans/care plans using their own initiative to work through simple problems alongside clients.
- To complete visits to clients in their own homes to provide care and support, considering the service users cultural and religious requirements. Providing tasks such as personal care, toileting support, catheter care, food and meal preparation, this is not an exhaustive list.
- To maintain a calm, and sensitive approach in all situations.
- To be prepared to support clients who have been very unwell and require a high level of support with personal care, as well as to complete possible clean-up of environments where bodily fluids have been spilled.
- To liaise with clients relatives, health and social care professionals and colleagues when required in the promotion and care support of the clients level of independence.
- To provide support to client's own medication needs and the full administration of medications to clients where they are unable to complete this themselves. This is in accordance with our medication policy and procedures and full training that is provided.
- The ability to provide full care and support to service users who are unable to complete them for themselves.
- To monitor and review service users goals/support needs daily to ensure the effective implementation of the reablement service. Reviewing clients' abilities daily and communicating areas of clients independence to ensure capacity flow through the service.
- The ability to communicate effectively both in writing and verbally with service users and colleagues. Ensuring documentation is literate and accurate and if required could be used as evidence and therefore able to stand up to legal scrutiny. The ability to judge when a request for medical/therapy support is needed and being part of a team approach to supporting a service user with particularly complex needs.
- The ability to identify issues that require complex social work intervention including concerns of safeguarding and when to seek urgent support.
- To maintain accurate and up to date records in accordance with policies and procedures.
- The ability to implement and work to agreed quality standards for the service, including standards which support equality and value diversity.
- To be a car driver with a full licence and use of a vehicle insured for work purposes.
- To have experience of working with service users who have emotional and unpredictable behaviour and be able to use negotiating skills to enable a person to fulfil their outcomes, for them to be as independent as they can.
- To deliver emergency first aid if required in accordance with advice given from emergency health services.

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| <p><b>Generic Responsibilities:</b></p> | <p>To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p> |
| <p><b>Flexibility Clause:</b></p>       | <p>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.</p>                                                                                                                                               |
| <p><b>Variation Clause:</b></p>         | <p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority 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 postholder.</p>                                  |

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| <p>Version: 2</p> | <p>Date Issued: November 2018</p> | <p>Review Date: November 2019</p> |
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|  | 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. |
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**DATE:** 12/10/2021

**COMPLETED BY:** Laura King

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| Version: 2 | Date Issued: November 2018 | Review Date: November 2019 |
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**Person Specification**

**JOB TITLE:** Reablement Support Worker      **POST NO:**

**GRADE:** Grade 6      **DEPARTMENT:** Adult Social Care

**HOURS:** Various working a 7-day Fortnight, alternate weekends

**DIVISION:** Adult Social Care      **DIRECTOR:** Charlotte Black

**DATE:** 12<sup>th</sup> October 2021      **COMPLETED BY:** Laura King

| ATTRIBUTES                    | ESSENTIAL CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | DESIRABLE CRITERIA                                                                                                                                                                                                                                            |
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| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>Knowledge and understanding of good customer care. (A&amp;I)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Knowledge of food handling procedures</li> <li>Previous occupational training in Moving &amp; Handling and Personal Care delivery</li> </ul>                                                                           |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>Ability to communicate effectively both in writing and verbally, with service users and colleagues (A&amp;I)</li> <li>Ability to deliver full personal care support to clients who are unable to do this for themselves (A &amp; I)</li> <li>Ability to work as part of a team and as a lone worker (A &amp; I)</li> <li>To complete dynamic risk assessments at each home visits (A &amp; I)</li> <li>Ability to adapt working practice in line with client progression (A &amp; I)</li> <li>Able to use and apply knowledge in relation to client mental capacity, dementia and health conditions (A &amp; I)</li> <li>Ability to give encouragement and confidence to clients working towards outcome focused goal plans (A &amp; I)</li> <li>Ability to be fair and calm in all situations with colleagues and service users (A&amp;I)</li> <li>Ability to identify potential Safeguarding concerns (A &amp; I)</li> <li>Ability to follow departmental guidelines, policies, and procedures</li> <li>Implementing agreed support plans to enable and support care as part of a reablement pathway (A &amp; I)</li> <li>Ability to stay calm in situations of serious ill</li> </ul> | <ul style="list-style-type: none"> <li>Up to date knowledge of health and social care and current practices in delivery of care.</li> <li>Knowledge of basic OT (Occupational Therapy) Equipment, for the promotion of service users' independence</li> </ul> |

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|                               | health of clients and provide emergency first aid where required (A & I)                                                                                                                                                                                                                                                                                                            |                                                                                                                         |
| <b>EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>• Experience of working within a Health and / or social care background.</li> <li>• Experience of working with the public, face to face. (A &amp; I)</li> <li>• Experience of working directly with older and or physically disabled/vulnerable people. (A&amp;I)</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>• Experience of working with clients towards goal-based support plans</li> </ul> |
| <b>QUALIFICATIONS</b>         | <ul style="list-style-type: none"> <li>• Minimum of NVQ level 2 in health or social care, or a commitment to work towards achievement of appropriate National Vocational Qualifications or equivalent within agreed target.</li> <li>• A driver's licence (A &amp; I)</li> </ul>                                                                                                    | <ul style="list-style-type: none"> <li>• NVQ 3 in Health or Social Care.</li> </ul>                                     |
| <b>PERSONAL CIRCUMSTANCES</b> | <ul style="list-style-type: none"> <li>• To work a 7-day fortnight shift pattern that includes working every other weekend, both the Saturday &amp; Sunday</li> <li>• Working unsociable hours between the hours of 7:00 – 22:00</li> <li>• To work on Bank Holidays that fall on your shift pattern, this could be any of them as the service workers 365 days per year</li> </ul> |                                                                                                                         |
| <b>EQUALITY</b>               | Candidates must demonstrate understanding of acceptance and commitment to the principals underlying equal opportunities. (A & I)                                                                                                                                                                                                                                                    |                                                                                                                         |
| <b>CUSTOMER CARE</b>          | Knowledge and understanding of effective customer care (A & I)                                                                                                                                                                                                                                                                                                                      |                                                                                                                         |

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[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]

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