



Job Description & Person Specification
Personal Care Assistant

Job Description

Job Title:	Personal Care Assistant
Pay Grade / Scale / Range:	NJC Pay Scale SCP 3 30 hours per week Full year <i>For actual salary see advert</i>
Benefits & Perks:	Local Government Pension Scheme, occupational sick pay, TOIL scheme,
Working hours:	Ability to work the hours needed to meet all the demands of the job, which may include some evening and the occasional weekend working.
Location:	New Bridge Horizons
Special circumstances:	Heavy Lifting Manual Handling
Staff responsible to:	Head of Site
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks (may be extended in line with the organisations probationary procedure)

Our organisation is committed to safeguarding and promoting the welfare of service users and vulnerable adults and expects all staff and post holders to share this commitment. An enhanced disclosure will be required for this post.

Overall Purpose of the Job

To support service users with their personal care needs which includes toileting, dressing, eating / feeding and drinking.

General Tasks

Support for service users

1. Establish rapport and respectful, trusting relationships with service users, acting as a role model and setting high expectations.
2. Promote inclusion and acceptance of all.

3. Assess the needs of service users and use detailed knowledge of personal care needs to support them.
4. Ensure safety, welfare and personal hygiene. (Basic First aid to be included where appropriate).
5. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
6. Provide specific feedback in discussion with service users on their progress and achievement, in line with the groups policy.

Support for the Organisation

1. Comply with and assist with the development of policies and procedures relating to safeguarding, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall work and ethos of the organisation.
3. Establish constructive relationships and communicate with other agencies / professionals, in liaison with staff, to support the achievement and progress service users.
4. Contribute to the development of appropriate multi-agency approaches to supporting service users.
5. Attend and participate in meetings as required.
6. Improve one's own practice through training, observation, evaluation and discussion with colleagues.
7. Recognise one's own strengths and areas of expertise and use these to support others.

Tasks Specific to the Role

1. To maintain and develop high standards of personal care under the direction of the management team within the setting.
2. To assist with the supervision and feeding of service users during the lunch time period.
3. To contribute to the overall development of Horizons and its service users by attending and contributing to staff meetings and training where appropriate.

Skills and Qualifications

1. The ability to lift manually and with any hoist equipment provided (after training).
2. The ability to work as part of a team
3. The confidence to work on and off site supporting service users.
4. The ability to work to deadlines.
5. The ability to communicate, both orally and in written form, with a range of parties including parents, families and other professionals.
6. The ability to feed and supervise service users (after training).

Personal Qualities

1. To be able to demonstrate empathy with service users who have a range of learning and physical needs.
2. An understanding of equal opportunities and high expectations for all service users.
3. To have a sense of humour and to be able to work as part of a dedicated team.

Other Duties

This job description is not intended to be all- inclusive and the job holder may perform other related duties as directed by the management to meet the needs of the organisation.

Equipment, Tools, Physical or Special Requirements

- Ability to maintain regular, punctual attendance consistent with the group's expectations and policies.
- Cross site travel may be required.
- Adoption of professional standards of behaviour and appearance at all times in line with the groups protocols.
- Must be able to perform manual handling duties after training.
- Ability to perform the essential job functions
- Compulsory training kept up-to-date.

For purposes of shortlisting, applicants must provide evidence against the emboldened criteria below.

Person Specification

Selection Criteria

Assessed By

Education, Qualifications & Training

Good numeracy/literacy skills

Appropriate knowledge of First Aid and willingness to achieve a First Aid at Work Certificate (where appropriate)

Application Form

Interview & Selection Certificates / Checks

Knowledge & Experience

Experience of health and care work with adults or children including personal care duties. Work in a day service establishment would be advantageous.

Application Form
Interview

Experience of supporting a range of disabled people with different needs including challenging behaviour.

General Skills and Abilities

To relate well to adults

Familiar with the use of basic technology – computer, Photocopier

To work constructively as part of a team, understanding roles and responsibilities and your own position within these

To constantly improve own practice/knowledge through self-evaluation and learning from others.

Application Form
Interview

Specific Work Skills

The ability to lift manually and with any hoist equipment provided (after training)

The ability to feed, including gastro, and supervise service users (after training)

Application Form
Interview

Leadership & Management / Decision Making	
To Demonstrate balanced and fair judgement	Application Form Interview
Self-Management Skills	
prioritise and manage own time effectively work consistently to deadlines set and achieve challenging but realistic goals take responsibility for one's own professional development	Application Form Interview
Communication Skills	
To listen to and understand the views of others To make points clearly To communicate effectively, orally and in writing, to a range of audiences To consult and negotiate to achieve specific objectives To establish and manage good communication systems. To contribute to department meetings effectively	Application Form Interview

Any candidate with a disability who meets the essential criteria will be invited to interview

