



Job Description: Care Assistant – Mount View
Reports to: Senior Carer
Responsible to: Manager

The primary aim of Streets Ahead (Borders) is to provide care and support for men, women and young people with learning disabilities, who may also have additional needs eg. autism or a physical disability.

People with learning disabilities will have difficulty with understanding (particularly new and complex information) and with managing day to day activities e.g. personal care, housework, shopping etc.

A learning disability is acquired in childhood and will affect the person for all their life. The level of help a person needs will depend on the severity of their disability.

The support will need to ensure that the person concerned will:

- Live in and be part of the established Borders communities.
- Have a wide range of choices in matters relating to their individual lives.
- Be encouraged to exercise their full rights as citizens.
- Be assisted to achieve a level of personal growth and development consistent with their ages and abilities.
- Have their adult status and recognition enhanced within the local community.
- Be helped to develop a wide circle of friends and acquaintances.

All staff are required to support people in any task associated with living as independently as possible within their own home and in as integrated a way as possible within their own neighbourhoods and communities. For the people who live at Mount View this will mean providing support over a 24 hour period 7 days a week and staff are required to work a range of shifts including regular nights and weekends.

MAIN DUTIES/RESPONSIBILITIES

WITH INDIVIDUALS

Providing the guidance and practical help people require in basic self-help and home-making tasks, e.g. - assisting with laundry, cooking, cleaning, shopping and budgeting/banking.

Assisting with personal hygiene, elimination, mobility, physical comfort, eating and drinking whilst promoting self-esteem and where possible independence.

Assisting people to manage their health needs, lead healthy lives, support when unwell and attend health appointments

Helping people to have a home life, which produces feelings of security, privacy, responsibility and self worth.

Taking an interest in and where appropriate, sharing in the hobbies, interests and activities of individuals.

Making the links, openings and introductions that will help individuals integrate with people living in the neighbourhood and in the wider community.

Helping and encouraging individuals to make full use of and enjoy a wide range of local facilities.

Advocating on behalf of the person and by helping the person to ensure and maintain their rights as citizens

SYSTEMS AND EQUIPMENT

Making records that relate to the people's support plans and actions taken to meet their needs

Helping people to organise and store their personal possessions safely and undertaking other tasks necessary for the benefit of people as requested by Senior Staff.

Complying with service policies and procedures and carrying out responsibilities in relation to health & safety

Maintaining a responsible attitude in all contacts with the public so as not to misrepresent the interests of the people we support.

Making use of supervision sessions with Senior Staff.

Covering the duties of members of staff absent through sickness or holidays as necessary.

DECISIONS AND JUDGEMENTS.

Work under the supervision and direction of senior care staff, but carries out routine duties at own discretion Implements support plans.

Provide guidance, general support to and assist with the induction of less experienced staff and new staff.

COMMUNICATIONS AND RELATIONSHIPS

Communicate factual information to people using reassurance, tact, sensitivity and persuasion.

Develop and utilise the verbal and non-verbal communication skills necessary to work with people whose communication skills are impaired. Non-verbal communication includes touch, gestures, eye contact, posture, facial expressions, listening skills, the use of space and of augmentative and alternative communication strategies.

Express welcome and hospitality in all encounters during work.

Develop and exercise the ability to give and take constructive criticism, to debate and participate in discussions/meetings and provide feedback to senior staff and manager.

To communicate effectively within the team and with other disciplines and departments, whilst observing the Service rules relating to confidentiality.

Develop cohesive rapport/relationship with carers/families/colleagues to provide continuity, support and good working relationships.

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

1. SVQ2 (desirable)
2. A sound knowledge base and the ability to apply it in the care sector
3. Good general standard of education
4. Ability to manage own role, responsibilities and time
5. Ability to work with and relate to others
6. Ability to communicate clearly orally and in writing
7. Ability to demonstrate competence in the duties outlined above