



Independent
lives



Job Pack

Job Description Care Support Worker

Salary:	£9.50 - £20.81 per hour
Hours:	Full time, fixed hours
Type of contract:	Permanent
Location:	Worthing, West Sussex & surrounding areas.
Reporting to:	Senior Supervisor

Purpose of the role

The overall purpose of the role is to ensure the Care Service provides a high quality, person-centred Care Service to its users. Our aim is to enable customers to live independently with choice and control in their own home.

Are you passionate about changing the lives of disabled people, people with support needs and carers? Our vision is a fair society where everyone can participate and has the opportunity to fulfil their potential.

This rewarding role with an organisation that prioritises a fair, equal and supportive culture. We welcome application from black and minority ethnic candidates, and have an inclusive culture in which diversity of thought and mutual respect is the norm.

Key responsibilities and accountabilities

1. Care Service Team

- 1.1 To be an active member of the team, working with the support of the Senior Supervisor's.
- 1.2 To represent and promote the Care Service and Independent Lives externally, to maintain and enhance its reputation.
- 1.3 To participate in team meetings and the development of the Service.
- 1.4 To maintain accurate records and confidentiality at all times.
- 1.5 To uphold and embody Independent Lives' values and integrity at all times.

2. Care Service delivery

- 2.1 Providing high quality, person centred care to customers, promoting dignity and choice at all times.
- 2.2 To ensure that care is provided and health and safety/infection control guidelines followed according to all relevant policies, procedures and regulations.
- 2.3 To provide personal care to customers in their own home as identified in the customer care plan.
- 2.4 To transport customers to appointments and activities.
- 2.5 To assist with exercises, and prescribed plans and follow any medical instructions which apply carefully and consistently
- 2.6 To organise time and resources based on the individual needs of customers
- 2.7 To keep accurate and up-to-date notes relating to tasks undertaken in a customer's home
- 2.8 To inform the office of any changes to a customer's situation or needs which need to be addressed.
- 2.9 To report immediately to the office any illness, accident or non-entry to a customer's home.

3. General

- 3.1 The post holder is expected to work within and actively promote the mission, vision and values of Independent Lives to external stakeholders and staff members, and comply with all Independent Lives policies and procedures.
- 3.2 Annual objectives will be set for this role which will be used to monitor and evaluate performance within the appraisal system.
- 3.3 To maintain a professional knowledge and competence and attend relevant training as required.
- 3.4 Attend team meetings and supervision with Line Manager.
- 3.5 Other tasks within the remit of the job may be required from time to time.
- 3.6 The job description will be kept under review to ensure that it remains up to date.
- 3.7 The job holder will be consulted about any proposed changes to the role.

Person Specification

Experience	Essential	Desirable
Home care techniques including personal care, domestic tasks, food preparation & supporting with eating		✓
First aid, medication awareness, moving & handling, infection control, food hygiene, mental capacity, safeguarding, GDPR legislation and health & safety		✓
Working knowledge of relevant legislation in care practice		✓
Understanding of a Care Need Assessment		✓
Values		
Caring	✓	
Compassionate and understanding of others	✓	
Reliable, showing commitment to a team	✓	
Respect	✓	
Skills, Knowledge & Aptitudes		
Effective time management	✓	
Effective verbal and listening communications	✓	
Cultural awareness & sensitivity, empathy towards others	✓	
Self-motivated with a 'can do' attitude	✓	
Qualifications		
NVQ Level 2 in Health and Social Care		✓
Willingness to undertake further training relevant to the post.	✓	
Other		
Right to work in the UK	✓	
Own transport with full valid driving licence and business use car insurance	✓	
Two work related references	✓	
Well presented with a professional manner	✓	

