



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Community Support Worker - MiCare

Grade: 2

Directorate: Adults & Health

Department: Community Care Services

Responsible to: Community Care Services Coordinator

Purpose of the Job:

To provide an intensive support to include Reablement for people with disabilities, complex needs and those who are frail and recovering from illness or injury, focusing on helping people to restore their optimum level of independent functioning.

To provide a homecare service for people with complex health and/or care needs, ensuring a personalized and flexible approach to support and to meet the needs of people in emergency situations.

To provide support to adults to develop and maintain activities of daily living.

Main Responsibilities

1. To support service users in a flexible way to undertake a range of social care tasks such as washing, dressing/undressing, showering and bathing, meal preparation, domestic activities, engaging in community activities, working to a graded programme to help optimise their level of ability and independence.
2. In association with the therapists and health professionals to deliver agreed programme, including identifying assistive equipment and demonstrating the safe use of such equipment, advising on strategies for managing fatigue and pain, preventing falls, using adaptive techniques e.g. one handed or seated activities.
3. To use supportive and motivational approaches to help service users identify and achieve their goals.
4. To undertake a range of delegated health care tasks as required e.g. prompt prescribed medication, support the application of prescribed creams, eye and ear drops, catheter care, prompting exercises as prescribed by the physiotherapist.



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5. To provide written observations of the person's circumstances, whether improvement or deterioration, to help with the progression and review of the persons support.
6. To respond to any emergency situations, by taking the appropriate action e.g. contacting a doctor or the ambulance service etc.
7. To liaise closely with Managers and Co-ordinators, informing them swiftly of any circumstance that requires an immediate response.
8. To participate in a Standby Rota if required.
9. To attend and participate in personal development reviews and undertake any training deemed as appropriate including the Care Certificate and NVQ2, maintain awareness of current instructions via team meetings, staff meetings, the weekly news sheet or by verbal or written information from managers.
10. To update and complete all documentation as required, for example: incident sheets, timesheets, mileage claim forms, annual leave request cards, update and complete DBS request forms when required for renewal.
11. To respect the confidential nature of the work and protect personal information in accordance with Data Protection Legislation.
12. To adhere to safe moving and handling procedures in line with individual support plans following training.
13. To support the development of person centred planning, ensuring each individual's plan has meaningful and achievable goals with positive outcomes that meet aspirations as well as needs.
14. Support individuals to get in or out of bed, with dressing, undressing, going to the toilet, eating, drinking, showering, bathing, hair washing in line with personal support plans.
15. Ensure all personal care tasks are carried out with respect for privacy and dignity and in line with needs, wishes and preferences of the individual as defined in the support plan.
16. Promote healthy lifestyles for individuals, liaising with other professionals and agencies as appropriate.
17. Encourage the involvement of people being supported in the day to day running of their home, and to increase independent living skills.



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18. Develop positive working relationships with family and carers and develop their understanding of the principles of the service delivery.
19. To ensure the service is provided in a person centred way in accordance with individual support plans to achieve the agreed goals.
20. To ensure the service is delivered in accordance with the policies, objectives and statutory requirements of the County Council; the Care Quality Commission and The Care Act 2014 standards.
21. To use person centred approaches to enable people to make their own choices and have control over the support they receive.
22. To promote reablement and contribute towards service development to meet individual and service outcomes.
23. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
24. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
A good general level of education equivalent to GCSE standard.	A/D



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Desirable	Method of Assessment *
NVQ Level 2 in Social Care or equivalent. Must be prepared to undertake and complete NVQ2 in Social Care if not already attained.	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
An understanding of the Care Act 2014 values of promoting independence, choice, dignity and rights.	A/I
Knowledge of common conditions experienced by older people.	A/I

Desirable	Method of Assessment *
Experience in providing personal care and support either in a paid or voluntary capacity.	A/I
Knowledge of assistive equipment available for disabled people.	A/I

SKILLS

Essential	Method of Assessment *
Ability to communicate effectively both verbally and in writing.	A/I
Ability to record observations relevantly and accurately.	A/I
Able to work effectively on own as well as part of a team.	A/I

Desirable	Method of Assessment *
Able to safely move and handle people who are experiencing difficulties with mobility.	A/I



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EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Ability to work flexible hours on a rota basis where and when necessary between 7.00a.m. – 10.00p.m. on a 365 days a year rota, including weekends, evenings and Bank Holidays. Must be willing to participate in the standby by rota.	A/I
Must always have access to a vehicle for work.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
17.01.2024	No – Transfer to new template only	H.Sewell – HR Adviser