

**Job Description & Person Specification**

# Registered Carer Support Worker

Job title: Registered Carer Support Worker – Blaenau Gwent, Bridgend, Caerphilly, Monmouthshire, Rhondda Cynon Taff, Merthyr and Vale of Glamorgan areas

Responsible to: Respite & Care Team Registered Managers

Salary: £9.00 per hour, to include all time travel between calls & 35p per mile

Contract: Permanent position

Annual Leave: 25 days plus 8 Bank Holidays (+ Long service days enhancement)

Pension: 3% Contributory Pension Scheme

## PURPOSE

Our Carer Support Workers provide a tailored support service to carers and people with care needs to help them achieve their individual and personal goals. Carer Support Workers undertake both practical tasks e.g. replacement care in the home supporting nutrition, hydration, wellbeing and activities as well as providing emotional support to carers and people with care needs. Services are delivered in both homes and communities, via 1:1 support and group activities including day centres.

MAJOR RESPONSIBILITIES

## **Duties to include**

1. To provide emotional support, companionship and a safe environment for carers and their cared for person in need of help and support, guided by a personal care and support plan using a person centred approach.
2. To support the carer and person with care needs with activities outside their home, for example community activities, shopping or attending medical appointments.
3. To report any concerns about abuse or the welfare or safety of any adult or child there is contact with at work to a line manager / nominated person / person on call.
4. To provide support with organised group activities for people with care needs.
5. To prepare meals and drinks and provide assistance with eating / drinking.
6. To assist with personal hygiene, for example helping the person with care needs to have a bath or shower, to go to the toilet or to care for their skin or hair.
7. To assist with dressing / undressing, choice of clothes and personal appearance.
8. To support the person with care needs with their medication.
9. To assist with mobility including use of wheelchairs, hoists etc
10. To assist with a therapeutic programme designed by a medical professional.
11. To carry out basic first aid and summon emergency services.
12. To undertake specialised tasks as agreed and after appropriate training, for example, administration of medication by specialised techniques, toe nail care and assistance with oxygen therapy.

**Health and safety**

1. To implement, operate and maintain safe systems of work in accordance with Carers Trust South East Wales policies, procedures and guidance, training and associated risk assessments.
2. To report to your manager any situations of risk or issues for concern relating to significant risks, incidents including near misses and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities).
3. To have knowledge of General Data Protection Regulation (GDPR) requirements around the collection, use and sharing of personal data relating to clients, colleagues and the service. To report to your manager any concerns around data usage or sharing including on social media platforms.

**General**

1. To maintain accurate records as directed by the area manager and carry out any administrative tasks as required, e.g. time-sheets, monitoring home files and sharing information regarding CTSEW services to support carers
2. To participate in individual and group supervision, appraisal and training sessions to ensure that standards are constantly maintained.
3. To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
4. To work at all times within the philosophy and policies of Carers Trust South East Wales.
5. To comply with the Health & Safety at Work Act 1974 and with Carers Trust South East Wales health and safety policy, paying particular attention to the reporting of events and dangerous situations.
6. To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied at all times.
7. To comply with the Carers Trust South East Wales Code of Conduct.
8. To undertake any other duties that may be considered commensurate with the level of the post and that are set out in the care plan.

Person Specification

Post of: Carer Support Worker (E = Essential, D = Desirable)

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| Experience Required |
| (D) Experience of working with vulnerable adults and / or children. |
| Skills and Abilities Required |
| (E) Able to demonstrate good verbal, written and report writing skills  (E) Excellent interpersonal skills with the ability to form good working relationships with clients and staff  (E) Able to demonstrate the ability to think innovatively and to communicate well with colleagues and clients  (E) Can demonstrate an ability to create good communication and a team culture  (E) Able to work independently and take initiative while working within policies, procedures, guidance. |
| **Qualifications Required** |
| (D) QCF level 2 or above in Health and Social Care or Children Learning Care and Development  (E) Commitment to continual professional development. |
| **Knowledge & Values Required** |
| (E) An understanding of the needs of carers, people with a disability, dementia and people experiencing illness  (E) The ability to respond with compassion, empathy and understanding to the needs of carers and their person with support needs |
| **Other requirements** |
| (E) Willing to be flexible with their hours of work and willing to work outside of normal office hours when required.  (E) Commitment to the values of Carers Trust South East Wales including our values  (E) Full UK Driving Licence with access to a vehicle for work purposes. |

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