

JOB DESCRIPTION
DOMINCILARY CARE SUPPORT WORKER, SWANSEA

Hours: 21 hours - May include evening/unsocial hours)

Salary: £8.79 per hour.

Hours will include Saturdays and unsocial hours (plus additional payments for worked unsocial hours: between 22:00 and 8:00 - £2.29 on hourly rate; weekends 48 hours - £0.75 on hourly rate; Bank Holidays - £2.90 on hourly rate; Sleep-ins - £31.36 (only one of these enhancements is paid per hour.

Covering: City and County of Swansea

Responsible to: Registered Manager

Hafal's values:



Job Purpose:

Due to our on-going expansion we require community home care workers to join our team in Hafal. We are looking to recruit caring and passionate individuals who wish to promote a high quality person centred care to our clients in their own home.

Under the direction of the Registered Manager, Hafal operates domiciliary care services including domiciliary home care service, and respite at home service for Carers. In line with our commitment to principles of empowerment, self management, wellbeing and recovery and ensuring compliance with internal and external quality standards inspection and regulation (including CIW).

About this job:

The service is to help people to maintain their independence for as long as possible within their own homes and communities, and in order to achieve this we support Carers in their caring roles. The high quality respite care and support is to enable Carers to continue in their caring role, enabling both the Carer and cared for person to maintain as independent a lifestyle as possible and to delay or prevent the need for more intensive services.

Main Duties and Responsibilities:

All care and support will be delivered in accordance with The Regulation and Inspection of Social Care (Wales) Act 2016 (RISCA) and Social Services and Well-being (Wales) Act 2014

Personal Care:

- All aspects of personal care in line with individual care plans to ensure clients are supported. This may include assisting with personal hygiene, dressing/undressing, washing, showering, assisting with toileting, etc.
- Assisting with meal preparation and nutritional/hydration support
- Night domestic duties
- Administration of prescribed medication
- Completion of detailed observations and reports in relation to individuals which can be shared with health professionals to ensure adequate care arrangements are in place from statutory/voluntary services to meet the individual's needs if continued care and ongoing support is required.

Domestic and Social Care:

- Provide assistance with domestic tasks such as shopping, cleaning, collecting prescriptions
- Mobility and transfers – this includes use of mobile and tracking hoists, steady movers, wheelchairs And manual transfers. All staff are trained in accordance with the All Wales Manual Handling Passport.
- Washing and ironing clothes and bed linen
- Supporting Social Activities and encouraging social interaction through talking and listening
- Offer companionship and build professional relationships with clients to encourage individuality, independence, and freedom of choice

Employee Responsibilities

- Maintaining records and statistics required to monitor and evaluate the effectiveness of the service, including using electronic call monitoring system (via Mobile Phone App)
- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- Communicate effectively with Health Care Professionals, families and Carers
- Continuous professional development, attending training courses and other as required.
- Carrying out all reasonable tasks commensurate with the post as directed by line manager
- Ability to cover a rolling shift pattern – including mornings, evenings and weekends at short notice.

**SWANSEA DOMINCILARY CARE SUPPORT WORKER
PERSON SPECIFICATION**

	Criteria <i>Desirable in Italics.</i>
Qualification	<ul style="list-style-type: none"> • There are no specific qualifications at this point but there must be evidence of commitment to personal and career development relevant to the post. • <i>NVQ Competencies in Health & Social Care Level 2 or higher would provide some evidence of competence for the post and all staff would be required to hold or complete this as part of their employment.</i>
Experience	<ul style="list-style-type: none"> • Experience of providing care and support services within individuals own homes <ul style="list-style-type: none"> • <i>OR</i> • Experience of providing care and support services within a hospital or residential setting <ul style="list-style-type: none"> • <i>OR</i> • Experience of working with vulnerable adults and / or children.
Knowledge	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Must have a basic understanding / be able to give examples of domiciliary care support that is delivered in individuals homes. • To understand responsibilities of safeguarding and promoting the welfare of vulnerable adults and children. • Must have knowledge of basic administration. • Must have some understanding of the issues affecting people from black and ethnic minority communities • <i>Ability to assess risk competently and complete risk assessments</i> • <i>Understanding of person-centred support and promoting individual's independence and wellbeing through this.</i>
Ability	<ul style="list-style-type: none"> • Must be able to establish and maintain constructive relationships with a wide range of people including individual partner providers in external agencies, Carers, family members and individual service users while maintaining appropriate personal boundaries. • Must be able to communicate clearly both verbally and written • Must be able to keep accurate and legible basic individual service user and service administration records. • Can work independently and take initiative • Must be able to manage time and keep appointments • Must be car owner with full license and access to own car for travel for work purposes with Business Insurance • Perform manual handling tasks • Committed to ensuring a high quality of care is given. • Must be over 18 years of age • <i>Use electronic call monitoring system (via Mobile Phone App)</i> • <i>Welsh language skills desirable</i>

Values	Commitment to: <ul style="list-style-type: none"> • Those who use services being enabled to have greater opportunities to exercise their rights. This includes receiving the right care, at the right time in the right place. • Work in accordance with the Care Council for Wales Code of Practice and Hafal's policies and procedures • Understanding of the importance of confidentiality. • To be committed to safeguarding and promoting the welfare of vulnerable adults and children. • Able to demonstrate care and respect for vulnerable adults and children. • Able to demonstrate reliability and commitment.
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Hafal wishes to encourage applications from people with disabilities. Where the Person Specification calls for particular qualifications or experience, we will consider waiving these requirements if an applicant who could not achieve them because of a disability can demonstrate he/she would be capable of performing well in the job and fulfils the criteria in other respects.