



JOB DESCRIPTION – CARE TEAM MEMBER (DAYS) SUPPORTED HOUSING

COMPANY MISSION STATEMENT:

Highfield Services enthusiastically works to make a visible and measurable difference to the lives of people with learning disabilities through the provision of person centred, individualised, support and to be an equal part of the community. We sustain quality care delivery through nurturing a working environment which attracts, motivates, develops and retains the very best team members.

ADDITIONAL INFORMATION:

This document should be read in conjunction with the company's aims and objectives, the individual Contract of Employment and the Staffing Code of Conduct all of which combine to form the employees Job Description. Specific to this document the following indicates the main duties associated with the post of Care Team Member, however this is not exhaustive and the list may be reviewed periodically, or in light of experience and developments within the service. Any such review will be undertaken by the Registered Manager in association with the post holder.

MINIMUM REQUIREMENTS:

The post holder will be required to have excellent values, good work ethos and transferable skills. They will be motivated and willing to undertake, all relevant training to meet the requirements for compliancy.

All day time positions, will require the Care Team Member to hold a full clean driving license and they must be a manual gear box driver; willing to drive either the service user car, company car or their own vehicle, subject to person specification, to meet service user needs.

In addition, the post holder must have 2 satisfactory references and be granted a satisfactory D.B.S. check. Paid for by the postholder.

RESPONSIBLE TO:

- The Registered Manager Team Manager Team Leader

OVERALL PURPOSE:

Working in partnership with the Registered Manager and your Team Manager, you will -

- (i) Provide all personal aspects of service user care, attempting to achieve the highest possible standards, whilst complying with all current government legislation and working within Care Quality Commission and Lancashire County Council guidelines and recommendations in force at the time.
- (ii) Promote the service's philosophy, ideals, and values.

PRINCIPLE DUTIES:

1. SERVICE USER CARE DUTIES

- 1.1 Provide appropriate personal care to service users, which may involve offering assistance in washing, bathing, dressing, and all other aspects of personal hygiene.
- 1.2 Assist the Registered Manager in prompting a safe experiential environment, enabling service users to achieve maximum personal development.
- 1.3 Assist the Registered Manager to provide the highest possible standard of care and quality of life to the service users using the service.
- 1.4 Assist the Registered Manager in implementing the Core principles of service delivery, and become familiar with such principles and adopting and demonstrating them throughout your working practices
- 1.5 Where identified in individual care plans, help prepare meals with the service user, and if appropriate sit with the service user offering appropriate support.
- 1.6 To respect and actively promote service users' social integration.
- 1.7 Provide escort support to service users attending routine medical or dental appointments, etc.
- 1.8 To oversee or, if required, administer prescribed medication in accordance with the procedure in operation as agreed in individual care plans (and after receiving appropriate training).
- 1.9 Assist in social competence inside the service users' home and within the community including providing escort for shopping and recreational activities.
- 1.10 Develop and maintain a close collaboration between the service users' family home, social clubs or voluntary place, or employment, whichever is appropriate.
- 1.11 Maintain and respect the confidentiality of any information, relating to either the service users, fellow colleagues, or the company in general, which may be acquired during the carrying out of one's duties whether this information is verbal, written or visual.
- 1.12 Carry out any other legitimate and appropriate duty as required by the Registered Manager.

2. ADMINISTRATION / MANAGEMENT

- 2.1 Provide a written summary of each service users daily activities in accordance with the procedure in operation within the service and agreed in individual care plans.
- 2.2 Notify the Registered Manager of all salient changes in service users health status including behavior or general well-being.
- 2.3 Comply with all aspects of the Health and Safety Policy and ensure that the Registered Manager is informed of any situation which may have an adverse effect on the health and safety of those service users and staff within the company. To contribute and be aware of personal responsibilities and accountability for helping to ensure that a safe working environment is maintained in accordance with legislation.
- 2.4 To fully comply with the **NO SMOKING** policy, this is in operation throughout the service.
- 2.5 Be familiar with and uphold **ALL** policies and procedure in operation within the service and to keep up to date with any changes made to any of these documents. Informing the Registered manager of any difficulties which may amount to training needs in relation to these policies and procedures.
- 2.6 Maintain, if required, accurate and detailed financial records pertaining to service users spending as agreed within individual care plans.
- 2.7 Maintain, if required, accurate and detailed financial records pertaining to service users' household spending as agreed in individual care plans.
- 2.8 Maintain accurate and detailed vehicle records where required.
- 2.9 In line with the company policy relating to staff training. Care team members are to undertake periodic appraisal of performance and to undertake and participate in periods of training appropriate to the level to which the individuals' grade and duties requires,
- 2.10 To comply with agreed planned interventions such as Positive Behaviour Support Plans
- 2.11 To participate and actively contribute to the completion of the service users Care Plans/documentation, if required.
- 2.12 To regularly attend team meetings, including, if necessary, meetings which are held outside an individuals' normal hours of duty. In such circumstances such meetings will attract additional payment.

3. DOMESTIC

- 3.1 To carry out several domestic responsibilities include household cleaning, service user laundry, home/service user shopping and cooking as directed and agreed within individual service user care plans.
- 3.2 To comply if required with the service users' homes cleaning schedule as within the individual care plan. Such duties may be required to be undertaken with or without the service users' assistance.
- 3.3 To ensure that the service users' clothing is laundered in accordance with the washing and ironing instruction pertaining to the individual garment. Where necessary and appropriate, make suitable repair and finally ensure that such items of clothing are returned to the service users' wardrobe in such a manner as to be ready to be worn again.
- 3.4 To notify the appropriate individual whenever clothing requires replacing.



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