

## Grading

# Job Description and Employee Specification

<p><b><u>Job title:</u></b> Community Rehabilitation Worker (Home Care)</p>	<p><b><u>Service area:</u></b> Adults &amp; Community Wellbeing</p>
<p><b><u>Post number:</u></b></p>	<p><b><u>Division:</u></b> Home First</p>
<p><b><u>Grade:</u></b> Grade 5</p>	<p><b><u>Section/team:</u></b> Home First Community</p>
<p><b><u>Overall purpose of job:</u></b></p> <p>In line with Care Quality Commission (CQC) regulations and standards, provide support with aspects of personal care, rehabilitation, reablement and therapy support through individual support plans with a focus on promoting independence.</p> <p>To support people to regain their confidence to move forward with their life - based on their assets and strengths and those of their family and community.</p>	
<p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
<p><b><u>Main responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Take appropriate precautions to maintain individuals' confidentiality and dignity whilst promoting equality, diversity, and rights.</li> <li>2. Identify and monitor the needs of individuals in partnership with other professionals.</li> <li>3. Enable people to participate in devising and implementing their own support plans, supporting with risk management in the options they choose.</li> <li>4. Enable people to participate in their own <b>personal and practical care</b>, encouraging the use of aids or prescribed exercises in accordance with assessed needs, and supporting them to regain and retain independence and dignity.</li> <li>5. Maintain appropriate and accurate records in line with procedural requirements.</li> <li>6. Following appropriate training carry out procedures, such as catheter or stoma care, documenting any variations or issues in the individuals support plan, reporting back to the Senior Officer on duty and/or the appropriate health care professional.</li> </ol>	

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7. Observe individuals' general wellbeing, reporting and recording any changes to other stakeholders, e.g., main carer, district nurse, senior officer on duty, as appropriate.
8. Supervise people with the administration of prescribed medication to the required dosage, providing more practical support as required.
9. Provide practical assistance and support to individuals who may be making a transition in their living arrangements in line with individual support plans.
10. Contribute to the management of dietary and fluid intake, including the preparation and serving of light meals, snacks, and beverages.
11. Following training, act as a low-level prescriber for items such as walking sticks, grab rails and raised toilet seats.

**Knowledge, skills and experience:**

- Have an awareness of health and social care and be willing to undertake a relevant health and social care qualification in line with the Qualifications and Credit Framework.
- Ability to successfully complete key trainer qualification in moving and handling issues along with all other mandatory training.
- Awareness of, and the ability to comply with, Registered Care procedures and CQC standards and regulations.
- Experience of working with adults in a social care or health setting
- Good literacy, numeracy and recording skills
- Ability to understand and implement the safeguarding procedures for the protection of vulnerable adults in North Lincolnshire
- Basic knowledge of the personalisation agenda and dignity in care.
- Ability to work as part of a team.
- Ability to develop and maintain effective working relationships with colleagues in other agencies.
- Knowledge of data protection regulations ensuring confidentiality at all times.
- Effective written and verbal communication skills.
- Ability to use information technology and internal IT systems to update records

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- Ability to prepare, implement and review individual support plans for people with complex needs ensuring maintenance and/or development in relation to personal, physical, and social needs.
- After appropriate training can act as a prescriber for low level equipment.
- Ability to transport self around North Lincolnshire at various health and social care locations in accordance with service need.

### **Creativity and innovation:**

- To creatively support people and carers, to arrange and implement support that is flexible, responsive to need and controlled by the individual, and achieve identified outcomes.
- Promote services to meet the identified needs of people in North Lincolnshire, with continued focus on person-centred care.
- Use of creative strategies to engage service users in activities that promote independence and wellbeing.

Creative and innovative in the support of individuals to gain/maintain maximum independence through the attainment of skills, social networks & practical support thereby facilitating lifestyle choices that enable people to live in their own homes.

### **Contacts and relationships:**

Within this role there are a wide range of internal and external contacts that are made on a routine basis. On occasion it may be necessary to deal with contentious and challenging issues.

- People – daily when agreeing and implementing individual support plans.
- Circle of support – daily when supporting, empowering, agreeing and implementing individual support plans
- Statutory, and all other stakeholders – weekly to maintain contact and support networks with colleagues, both within and outside of the council, on matters including safeguarding and quality of care and to work in partnership to implement preventative support within the community.
- Members of the public – ad hoc when signposting and providing advice and guidance and information giving.
- Colleagues in Social and Health Services – daily when liaising in relation to support plans and the changing needs of individuals.

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- Providers of care – Fortnightly as link person for admission to all areas of Care Service Provision, carrying out pre-admission visits where possible to establish core information for the formulation of support plans.

### **Decision making:**

- Contributes to decisions on issues affecting the lives of individuals and their carers through active participation in progress meetings, reviews etc.
- Contributes to the day-to-day decisions within the team's seeking guidance and assistance if necessary.
- Prioritises own workload.
- Makes decisions regarding appropriate escalation of issues relating to health and wellbeing, support plans and/or safeguarding.
- Take's responsibility for personal safety, giving regard to that of colleagues and working environments, reporting any concerns regarding health and safety.
- Makes day to day decisions regarding amendments to individual support plans.
- Makes decisions in relation to the prescription of low-level equipment.
- Makes decisions regarding the most appropriate action when reacting to unpredictable events

### **Responsibility for resources:**

- Occasional responsibility of handling individuals' money at their request for small items. E.g. shopping tasks (to a maximum of £20.00)
- Sole responsibility for a mobile phone with an approximate value of £100, working away from the office base approximately 90% of working time.

## **WORK ENVIRONMENT**

### **Work demands:**

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- Working as part of a team, undertakes contracted hours over a rota to ensure service provision 24 hours a day, 365 day a year.
- Rotas can change at short notice if service demands.
- Need to be flexible to meet demands of the service, which includes working unsociable hours within Regulatory Services.
- Constant changes to individuals support plans due to change of circumstances.

### **Physical demands:**

- Moving/handling people in line with current moving and handling policies.
- Using hoisting equipment in different environments (i.e. carpeted and non-carpeted areas)
- Normal physical demands on a daily basis, e.g. walking, stooping, bending and using equipment appropriately

### **Working conditions:**

- Work is carried out in individuals' homes where conditions, at times, can be disagreeable.
- May be required to work at other health and social care locations which will be well lit and ventilated.

### **Work context:**

- Some risk in relation to infections when dealing with bodily fluids.

Potential risk of verbal and/or physical aggression when undertaking direct work with individuals and when liaising with their circle of care

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**Position in organisation:**

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes  No

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?

Yes  No

Please indicate which post(s)

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**HOME FIRST COMMUNITY SUPPORT**

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**Position in organisation:**

Indicate how many staff the post is directly accountable for:

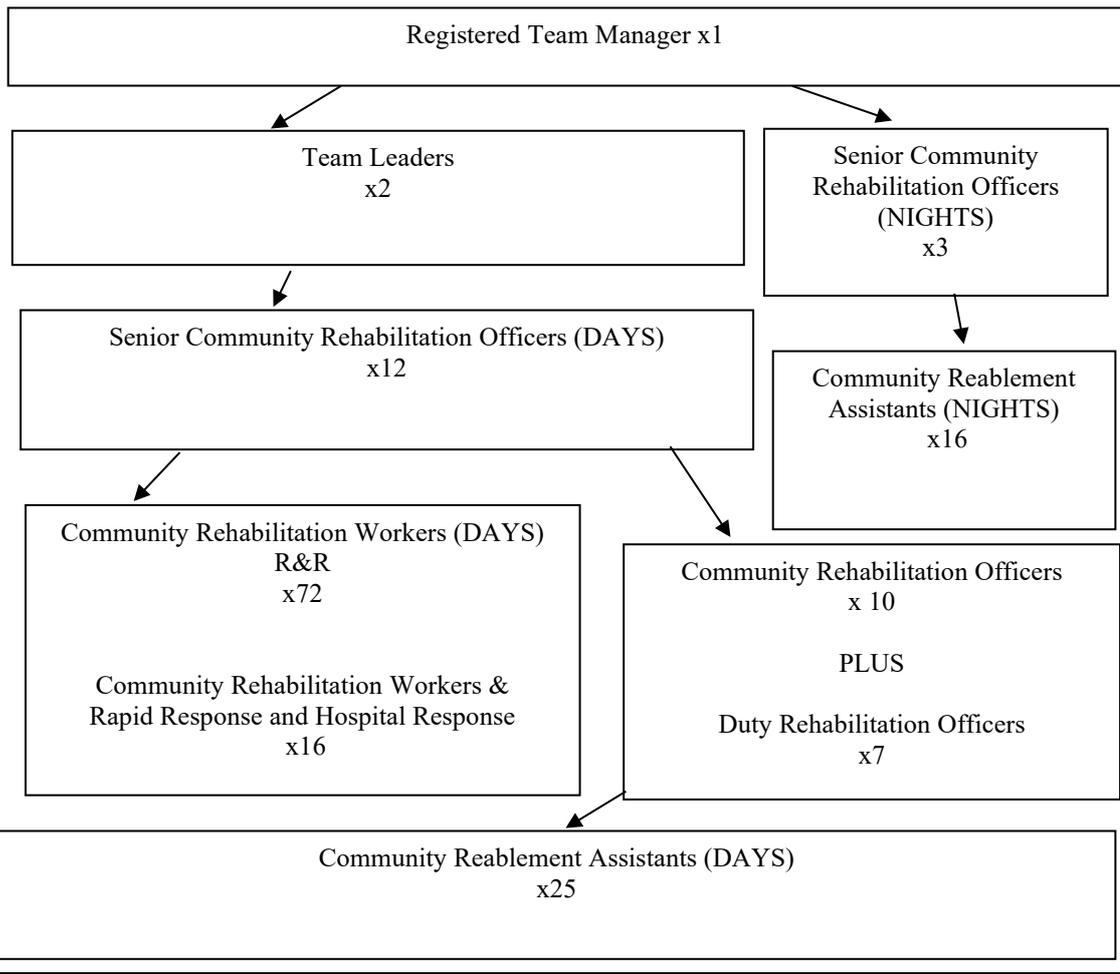
Are posts in more than one location? Yes  No

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? Yes  No

Please indicate which post(s)

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## Grading Job Description and Employee Specification

**Please read the Job Description and Specification below and include details in your application where you have the Essential or Desirable criteria**

Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>• Experience of working with adults in a social care or health setting.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to develop and maintain effective working relationships with colleagues in other agencies.</li> <li>• Awareness of, and the ability to comply with, Registered Care procedures and CQC standards and regulations.</li> <li>• Good literacy, numeracy and recording skills.</li> <li>• Ability to use information technology and internal IT systems to update records.</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>• Ability to understand and implement the safeguarding procedures for the protection of vulnerable adults in North Lincolnshire.</li> <li>• Basic knowledge of the personalisation agenda and dignity in care.</li> <li>• Knowledge of data protection regulations always ensuring confidentiality.</li> <li>• Effective written and verbal communication skills.</li> <li>• Ability to prepare, implement and review individual support plans for people with complex needs ensuring maintenance and/or development in relation to personal, physical, and social needs.</li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li>• Have an awareness of health and social care and be willing to undertake a relevant health and social care qualification in line with the Qualifications and Credit Framework.</li> <li>• Ability to successfully complete key trainer qualification in moving and handling issues along with all other mandatory training.</li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>• Ability to transport self around North Lincolnshire at various health and social care locations in accordance with service need.</li> <li>• Work undertaken over a 7-day rota</li> </ul>	
DESIRABLE CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills, and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>• Experience of working with adults with complex and diverse needs</li> </ul>	

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<ul style="list-style-type: none"> <li>Flexible and adaptable</li> </ul>	
<b>Knowledge, Skills, and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>Ability to contribute to the achievement of Putting People First in North Lincolnshire</li> <li>Effective decision-making skills</li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li>Level 3 qualification in Health and Social Care or equivalent.</li> <li>Key trainer qualification in moving and handling issues.</li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>Ability to transport self around North Lincolnshire at various health and social care locations in accordance with service need.</li> <li>Work undertaken over a 7-day rota.</li> </ul>	

### THE POST IS SUBJECT TO:

#### Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes

No

#### Political restriction

Yes

No

#### The ability to speak fluent English under the Immigration Act 2016

Yes

No

#### Version Control

Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021