**Job Description**

 **Care Worker**

**A little bit about us….**

Garvald West Linton provides residential care, creative work opportunities and Day Services for adults with learning disabilities. The residents and staff together make up a community of approximately 130 people. There are five residential houses. On average, there are seven residents in each house with one House Manager, one Deputy House Manager and a group of care staff including night duty staff, spread across five residential care homes and our Workshops.

# Our Ethos

The aim of Garvald West Linton is to meet the physical, emotional and spiritual needs of the individuals we support.

**Main Purpose of Role**

Care Staff have a very important role to play in ensuring that the residents physical and emotional needs are properly met and in structuring the course of their day.

**Tasks**

* All members of care staff should respect the policies and procedures in the Garvald West Linton Policies and Procedures file located in each of the houses and in the Garvald Office. Each member of staff is also expected to work within the recommendations agreed by the Care Commission.

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* Carries out all aspects of personal care and daily living of residents in each house and encourages teaching by example, working alongside, or doing the task.
* Helping with preparation of meals for residents’ and ensures allocated resident with 1-2-1 needs is appropriately assisted during mealtimes.
* Supporting residents throughout their daily activities such as walking, cycling, hiking, gardening, horse-riding.
* Providing positive emotional support to people with learning disabilities and mental health issues.
* Support is required seven days per week, various shift patterns between 7am and 10pm Monday to Sunday.
* Assist residents with management of their finances.
* Attends daily morning meeting to discuss and plan residents’ movements for the day (one person per house is required to attend this meeting).
* Escort residents to health appointments such as GP, hospital, dental.
* Escort residents to workshop and, where necessary, stays in workshop to assist with 1-2-1 needs.
* Responds to challenging behaviour in an empathetic, person-centred manner with awareness of everyone’s emotional, physical and spiritual needs.
* Assists with care planning process and applies care planning in daily life, including record keeping.
* Capable in the use of technology to further develop the support you provide.
* Prepares shift handovers, including writing up of detailed notes relating to mood, health and disposition of individual residents.
* Assists with domestic duties such as cleaning and laundry to ensure the smooth running of the household.
* Attends regular supervision meetings (normally 4 – 6 weekly) with line manager, preparing and playing an active part in the process.
* Undertake responsibility for attending in-house training sessions and work towards the required SVQ Level 3 Social Services and Healthcare.
* Carries out handover for controlled drugs, ensuring drugs are counted and keys handed over.

# Person Specification

 **Care Worker**

## Qualifications

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| **Essential**  | **Desirable**  |
| SVQ Level 3 Social Services and Healthcare (working towards)  | Commitment to working towards SVQ Level 2 and 3  |

## Knowledge and Experience

No minimum experience required as all relevant training will be provided during employment

## Skills, Abilities and Personal Attributes

* Capable of meeting the physical and emotional demands required in providing support to residents.
* Resourceful and practical with a positive, can-do outlook and aspire to problem solve with effective solutions.
* Patience, resilience and reliability with the ability to remain calm under pressure.
* Friendly and caring approach with ability to relate to residents with a wide variety of complex challenges and needs.
* Flexibility to be able to respond to a wide and varied range of situations.
* Tact and sensitivity with a respectful approach to residents.
* Team working skills and the ability to use own initiative.
* Ability to work to guidelines and follow necessary processes and procedures.
* Excellent communication skills.
* Basic computer skills.

This position involves working with vulnerable adults and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, disclosure of criminal convictions is requested from all applicants, and if successful in your application, this will be followed up by application for registration to the Protection of Vulnerable Adults Group. All applicants can be assured that the information will be dealt with confidentially and will not be used to discriminate against them unfairly.