

## Care worker job pack

<b>Title</b>	Care worker
<b>Hours</b>	Permanent basis, working a variety of hours that are flexible to fit with service users requirements and applicants availability, up to 37 hours per week. Minimum 16 hours.
<b>Salary</b>	Starting £9.30 - £12.30 per hour depending on time and day of call; up to £13.00 per hour
<b>Expenses</b>	Mileage and travel time expenses paid as per our policy
<b>Accountable to</b>	Care team manager
<b>Responsible for</b>	No direct line management
<b>Based</b>	Community based around Cambridgeshire, Peterborough, Norfolk

### About Caring Together

Three in five of us will become a carer at some point in our life. Caring Together is an ambitious regional charity that provides emotional and practical support, advice and guidance to carers of all ages and their families, as well as opportunities to take a break from their caring role.

Our vision is of a world where caring is made easier.

### About the role

It is an exciting time to consider being part of our team. We have a new brand and we are seeking to make considerable investment in our workforce.

As part of the care team, your key focus will be providing a flexible service to people with care needs and their families, working within customers' homes to promote independence through greater choice and control. Support will involve personal and social care and support to achieve personal goals and positive outcomes.

The care worker will work alongside colleagues in a similar role and a wider team providing information, advice and guidance to carers.

The successful candidate will be driven to provide high quality, person centred care at the times people would like it. They will work with people of all ages, with a range of conditions and requirements.

## Key accountabilities of the role

1. Provide care support in the home and community.
2. Undertake the tasks specified in the care plan, adapting your practice to the preferences of the individual. For example, but not limited to: Washing, administering medication, assistance with the management of continence, support with eating and mouth care, support with mobility and transfers
3. Occasional assistance with therapeutic programmes for rehabilitation and development as agreed with appropriate clinical professionals
4. Ensure a safe environment in accordance with company policies and to communicate any changes which may affect the safety of the environment
5. Support people to access their local community and events
6. Provide emergency support and summon emergency services if necessary
7. Provide emotional support to people and their carers as part of a caring team
8. Fulfil basic domestic duties as care package, such as: making and changing the bed of the person with care needs, essential laundering, essential shopping, preparing meals and washing up
9. Undertake other specialised care tasks as agreed
10. Work as part of a team, supporting colleagues and providing an adaptable service, including cover for colleagues in the event of holiday and sickness
11. Travel as required in order to deliver person centred support. From time to time this may be outside of your area of preference
12. Play a proactive role in signposting patients and families to relevant support services (internal, external; statutory, non-statutory), to prevent admissions
13. Work in partnership with the bookings team to ensure they are informed of requested changes to calls and give sufficient notice of any need to cancel.
14. Regularly review and refresh your rostered work and raise any queries or concerns in delivering it as soon as possible.
15. Be proactive in maintaining regular contact with your line manager.
16. Complete and submit clear, accurate records and reports to required standards.
17. Participate in a fully paid induction programme and attend on-going training.
18. Attend regular meetings and supervisions as agreed

19. Establish positive working relationships internally and externally to support the company to achieve its business plan & meet customers outcomes.
20. Work at all times within the philosophy and policies of Caring Together
21. Treat all people with respect and sensitivity, recognising the need for confidentiality at all times.
22. Undertake any other duties that may be considered commensurate with the level of the post.

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment. We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

### Care worker person specification

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Driving Licence, access to a vehicle</li> <li>• No care experience or qualification is necessary as full paid training will be provided.</li> </ul>	L2 or L3 in Health and Care or similar
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of providing person centred care in the community</li> <li>• Computer literate</li> <li>• Experience of working independently, using own initiative and problem solving</li> <li>• Experience of establishing and maintaining professional working relationships and work well in a team.</li> <li>• Knowledge of and experience working to a high standard within legislative and regulatory standards of care.</li> </ul>	Experience of engaging with a diverse range of users and stakeholders
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to multi task</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work productively with a range of people with a range of needs</li> <li>• Strong communication both written and verbal and excellent interpersonal skills</li> <li>• Ability to build effective relationships with stakeholders</li> <li>• Excellent customer service philosophy</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to work under pressure and cope with change and conflicting priorities</li> <li>• Willingness to travel across our region</li> <li>• Seeks continuous improvement</li> <li>• Engaging personality, demonstrates a friendly, constructive, solution focussed approach.</li> <li>• Able to adapt to changing needs.</li> </ul>	

## Application and recruitment process

**Closing date** The closing date for this post is 31 January 2020.

**Interview** It is anticipated interviews will be offered to successful applicants and arranged by email.

**Start date** The post is available immediately on a full time or part time, permanent basis.

**Referees** The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.

**Proof of qualifications** The person specification for this post lists qualifications that are essential and/or desirable and you may hold some of these qualifications. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.

<b>Terms and conditions</b>	Full details of the terms and conditions of employment will be made available to the successful candidate.
<b>Annual leave</b>	The successful candidate will be entitled to 20 days annual leave plus statutory holidays (eight days) as well as the option to buy annual leave in accordance with our terms and conditions.
<b>Pension</b>	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
<b>Entitlement to work</b>	If you are shortlisted for interview, you will be asked to bring original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents provided to shortlisted candidates. Please do not enclose these with your application.
<b>Working hours</b>	Normal working hours vary according to customer need and will include some hours outside of usual office hours. Caring Together are committed to ensuring a work life balance for our employees as well as support for our employees who may have priorities such as caring or other family commitments. Flexible working patterns may be considered provided that the needs and objectives of the charity and the successful candidate can be met. The successful candidate will be required to work flexibly at evenings and weekends as required.
<b>Benefits</b>	Full details of the benefits of employment will made available to the successful candidate.