

Care Worker Level 2 Job Pack

Title	Care worker – Cambridgeshire and Peterborough
Hours	Part time or full time. Minimum 16 hours per week.
Salary	Starting £9.30 - £12.30 per hour depending on time and day of call; up to £13.00 per hour
Expenses	Mileage: 30p/mile travel time 20p/mile
Accountable to	Care team manager
Responsible for	No direct line management
Based	Cambridgeshire and Peterborough, we are also recruiting across 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.

We are proud to be a Living wage employer and to have a clear career pathway for Care Worker's to develop their experience and skills should you wish to progress.

Our care workers have permanent contracts and work a variety of adaptable hours that fit with client's requirements and your availability.

Minimum guaranteed hours contracts can be considered for applicants with a wide range and flexibility of available hours of work.

About the role

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 an 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

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Driving Licence, access to a vehicle • L2 Health and social care qualification. 	L3 in Health and Care or equivalent
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of providing person centred care in the community • Computer literate • Experience of working independently, using own initiative and problem solving • Experience of establishing and maintaining professional working relationships and work well in a team. • Knowledge of and experience working to a high standard within legislative and regulatory standards of care. 	Experience of engaging with a diverse range of users and stakeholders
Skills and abilities	<ul style="list-style-type: none"> • Ability to multi task • Ability to work productively with a range of people with a range of needs • Strong communication both written and verbal and excellent interpersonal skills • Ability to build effective relationships with stakeholders 	

	<ul style="list-style-type: none"> • Excellent customer service philosophy 	
Personal Attributes	<ul style="list-style-type: none"> • Able to work under pressure and cope with change and conflicting priorities • Willingness to travel across our region • Seeks continuous improvement • Engaging personality, demonstrates a friendly, constructive, solution focussed approach. • Able to adapt to changing needs. 	

Application and Recruitment Process

Closing date	The closing date for this post is 29/05/2020
Interview	It is anticipated that interviews for this post will be arranged with applicants who successfully have been shortlisted.
Start date	The post is available immediately on a part-time/full-time, permanent basis.
Referees	The successful candidates 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. Please note that 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.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our terms and conditions.
Pension	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours vary according to customer need and include some social 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.
Benefits	Full details of the benefits of employment will be made available to the successful candidate.

