Job Description and Particulars of Appointment

- Job Title: Care Assistant
- Post Number: P11168
- Grade and SCP: Grade 4
- Directorate: People

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Four Rivers Team within People Directorate, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Four Rivers is a nursing home located in the historic town of Ludlow. It provides residential nursing services to its residents.

Overview of your role

The role will involve working under the supervision of senior staff to deliver care to residents. This may include assisting with personal care, diet and fluids, helping people to move with use of equipment and meeting psychological and social needs.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to care home manager who is in turn responsible for your health and safety, training and development.
- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.

What will you be doing?

1. Support individuals in their daily living. This includes supporting individuals with their personal care needs, helping individuals to eat and drink and helping individuals to keep mobile.
2. Carry out and provide feedback on specific plan of care activities.
3. Communicate with colleagues, residents and their families and complete records for individuals.
4. Support individuals to manage continence, nutritional needs, hygiene needs and social needs.
5. Contribute to moving and handling individuals in line with provided training and using safe techniques.
6. Promote choice, well-being and the protection of all individuals.
7. Contribute to the care of a dying individual.
8. Support the health and safety of yourself and individuals.
9. Ensure your own actions support the equality, diversity, rights and responsibilities of service users.
10 Develop your own knowledge and practice.
11. Support new residents and their families to orientation to the home.
12. Undertake your role in a professional manner, be courteous, respectful and well mannered towards all residents, colleagues and visitors to the home.
13. Support and contribute to the induction, training and orientation of new staff.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

You will be based at Four Rivers Nursing Home, Ludlow

Your post is subject to the following:

- The post is Permanent, for 26- 32.5 hours per week as agreed at interview,
- Shift times are 07.30-1430 or 1430-2130

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to one months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.