

# Job Description

<b>Job Title:</b>	Health Care Assistant
<b>Grade:</b>	£10 per hour (Self-Employed)
<b>Service:</b>	Potton Services
<b>Reports to:</b>	PS Service Manager
<b>Responsible for:</b>	Providing personal care, health and medical support to people aged 0-18 years old in their homes and in the community.

## Job Purpose

To deliver exceptional quality care to highly dependent children and young adults with complex care needs. Providing Family Support outreach for parents with young people that have additional needs

## Specific Accountabilities of the Role

- To attend all client calls in a timely manner
- To understand the importance of each home care visit
- To cope professionally with emergency and difficult situations
- To be able to communicate effectively with other people
- To maintain high standards of home care provision
- To have flexible availability to match client needs
- To undertake care plans and risk assessments
- The ability to show genuine care, compassion, and respect for others at all times
- Ability to display empathy and warmth to all no matter the circumstance
- Ability to maintain confidentiality
- Good communication skills
- Good planning skills
- Good timekeeping
- Ability to understand the role, or have previous care experience
- Ability to follow instructions



## **Statutory requirements**

This post carries a requirement to have an Enhanced Disclosure and Barring Service Children's and or Adults (DBS) check.

## **General Accountabilities and Responsibilities**

### General Accountabilities and Responsibilities (All roles)

- Ensure compliance with appropriate legislation, Potton Group Policies, including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees' Code of Conduct, Information Security Policies, Social Media Policy and other requirements of Potton Group.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Potton Group's Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
- Ensure compliance with and actively promote Health and Safety at work legislation, Potton Group H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Potton Group as relevant to your post.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Potton Group will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

### Person Specification Template

<b>Post Title</b>	Health Care Assistant	<b>Grade</b>	£10 per hour
<b>Service</b>	Potton Services	<b>Date of Person Specification</b>	November 2020
<b>Criteria</b>	E=Essential, D= Desirable, A/F=Application Form I=interview, T=Test, W=Work place assessment		

Job Requirements		Criteria	Method of Assessment	Job Requirements		Criteria	Method of Assessment
<b>Education, Training and Qualifications</b>	Level 3 Residential Child Care Diploma qualification or equivalent	D	AF	<b>Knowledge, Skills and Experience</b>	Proven ability to work with Children with high dependency and complex needs.	E	AF/I
	Experience in Microsoft office suite of applications (including Word, Excel,) and databases	D	AF/I		Previous experience of providing high quality care to children and young people, family member or voluntary service.	D	AF/I
	experience and evidence of a commitment to continuing learning and professional development	D	AF/I		Ability to follow instructions and be able to undertake risk assessments and care plans	E	AF/I
					Experience in, or keen to learn on how to provide all aspect of personal care.	E	AF/I

<b>Communication, Contacts and Relationships</b>	Highly engaging and strong understanding of the need to understand a child's needs.	E	I	<b>Equalities and Diversity</b>	Shows respect for all groups and individuals regardless of their culture, ethnic origin, gender, sexual orientation, age or abilities.  Good understanding of anti-discriminatory practice procedures	E	I
	Ability to interact with children and organise and initiate sensory play.	E	AF/I			E	I
	Confident and able to liaise with families and multi-agencies to support children and young people with complex needs.	E	I				
<b>Creativity and Innovation</b>	Experience of implementing creative activity for children with learning disabilities	E	I	<b>Resources, data protection and information governance</b>	Experience of working within policies and procedures, particularly those regarding Data Protection, Equalities	E	I

					and Diversity and Health and Safety.		
	A high degree of personal motivation and a willingness to learn new skills, taking on challenges and undertake relevant training	E	I				
<b>Supervision / Management of People</b>		E	AF/I	<b>Work Demands and Decisions</b>	Ability to work under own initiative and be able to prioritise workloads.	E	I
					To be adaptable, maintain punctuality and reliability	E	I
<b>Any additional factors e.g. additional skills and abilities to undertake the role:</b>							
<b>Criteria</b>	E – Essential, D=Desirable			<b>Method of Assessment</b>	AF - Application Form		
					C - Assessment Centre		
	<b>DWP “Disability Confident Employer” Accreditation</b> Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job.				I - Interview		
					T - Test		
					W - Workplace Assessment or job trial		



