

**Role Profile**  
**Care Worker (Extra Care)**

Role Purpose	
To provide a range of personal, social, emotional and practical care tasks for the wellbeing of service users and their carers. To work within the assessment and care planning framework, enabling service users and their carers to exercise control over their own lives by maximising their independence.	
Key Relationships	
<b>Line Manager:</b>	Senior Care Worker / Scheme Coordinator
Main Accountabilities and Responsibilities	
<ol style="list-style-type: none"> <li>1. To work in accordance with Care Quality Commission and Oldham Care and Support at Home policies and procedures.</li> <li>2. To comply with the requirements of the Health Professional Councils (HPC) Code of Practice for Social Care Workers</li> <li>3. To have a knowledge and understanding of Older Peoples Services.</li> <li>4. To ensure quality of service to service users by offering support and guidance to colleagues and other professionals.</li> <li>5. To attend and contribute to staff meetings, induction, supervision and appraisals.</li> <li>6. To undertake any identified training relevant to the role.</li> <li>7. To work independently and as part of team to ensure effective service delivery.</li> <li>8. To ensure that service users and their carers are encouraged to voice their aspirations and concerns and make decisions about their everyday lives.</li> <li>9. To ensure the care, health and wellbeing of each individual is provided for whilst reporting and recording concerns to relevant people.</li> <li>10. To assist and support Lead Care staff in the safe administration of medication in accordance with medication policies and procedures.</li> <li>11. To work within Risk Assessments of service user needs and identify any changes required. To work with individual's Care Plans designed for and agreed with service users and contribute to the reassessment / review of service user plans.</li> <li>12. To support and enable service users who may require assistance with personal care and physical tasks alongside emotional, spiritual wellbeing whilst maintaining dignity and respect at all times.</li> <li>13. To support the health and safety of yourself, service users and others by complying with health and safety legislation, departmental policies and procedures whilst reporting concerns to management.</li> <li>14. To maintain appropriate records and pass on any relevant information about the needs of the service user to your manager or other designated persons and ensure compliance with confidentiality and data protection requirements.</li> <li>15. To actively promote the equality and diversity agenda in the workplace and in service delivery.</li> <li>16. Undertake any additional duties commensurate with the grade of the post.</li> </ol>	

Person Specification

	Selection criteria (Essential)	Selection criteria (Desirable)	Assessment Method
<b>Education and Qualifications</b>		NVQ 2 or equivalent.	Application form / Interview
<b>Experience</b>	Experience of working unsupervised and as part of a team.	Experience of working in the care sector.	Application form / Interview
<b>Skills and Abilities</b>	<p>Ability to communicate effectively.</p> <p>Ability to produce clear and accurate daily records and have the ability to present verbal and written information to other staff members about service users.</p> <p>Good numerical skills.</p> <p>Ability to work on own initiative and as part of a team and relate to older people.</p> <p>Ability to transfer and move dependent clients using the equipment provided.</p> <p>Ability to work in a non-discriminatory way and in accordance with equal opportunities, policies and procedures.</p> <p>Ability to provide all aspects of physical and emotional care to dependent clients, and to create an environment in which the service user is comfortable.</p>		<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>
<b>Knowledge</b>	<p>Awareness of safeguarding issues and the management and reporting of them.</p> <p>Awareness of health and safety requirements in a care setting and how to mitigate risk.</p> <p>Awareness of the importance of data protection, confidentiality and information security.</p>	A basic knowledge of Care Quality Commission (CQC) requirements.	Application form / Interview
<b>Work Circumstances</b>	<p>Shift working / weekend and bank holidays.</p> <p>This post will be subject to an enhanced DBS.</p>		Application form / Interview