

# Job Description

## For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Reablement Assistant	JEID	L0452
Salary Grade:	Grade F		
Team:	Reablement		
Service Area:	Adult Social Care and Support		
Primary Location:	North/ South		
Political Restriction	This position is not politically restricted.		
Responsible to:	Reablement Supervisor		
Responsible for:			

#### Role Purpose

To represent Warwickshire County Councils Reablement Service to provide support to individuals in their own homes within the community.

To work with a variety of people from different backgrounds and cultures within the community, to enable them to remain in their own homes and promote independence.

As a Reablement assistant you will work with the customer through their outcome focussed support plan, as directed by the Reablement Assessment Officer / Occupational Therapist. The aim is to maximise the customers independent living skills.

#### Role Responsibilities

1. To work with the customer to promote and maintain their independence. This will be achieved by working to the support plan created by the Reablement Assessment Officer / Occupational Therapist.
2. To work in partnership with the Reablement Assessment Officer / Occupational Therapist to use the support plan and feedback sheets effectively. To assist with maintaining the customer's records and correspondence.
3. To demonstrate small items of promoting independence equipment to the customer. This will enable them to undertake daily living tasks independently.
4. To undertake and assist the customer with the administration of medication in accordance with

5. medication and complete appropriate records in accordance with the Quality Assurance System.
6. To work with the customer to their support plan, using own initiative, without direct supervision when out in the community.
7. To signpost the customer to other professionals within the County Council.
8. To undertake effective communication with Supervisors, Occupational Therapists, Reablement Assessment Officers, customers, other professionals, colleagues and members of the public.
9. To maintain accurate records in line with the Reablement Service and to manage own timesheets and mileage claims within designated time frames.
10. To work flexibly throughout the county including weekends, evenings and bank holidays
11. To work to the 8 key values of: Privacy, Promoting Independence, Partnership, Diversity, Rights, Dignity, Respect which are reflected within the promoting independence handbook

### **Core Responsibilities**

- To participate in personal development and training
- To attend and participate in regular team and staff meetings when possible, if necessary (outside contracted hours) for that week.
- To ensure that Health and Safety responsibilities are carried out in accordance with the Departments Health and Safety Policy and Procedures.
- To communicate in a respectful, sensitive and polite manner at all times.
- To ensure a high quality Reablement Service is facilitated to customers within their own homes.
- To undertake any additional duties as required by your line manager or Warwickshire County Council Social Care and Support People Group.

## **Section B: Generic Role Profile**

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### **Generic Role Details**

Job Role:	Reablement Assistant
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### **Main Tasks**

1. To work with the customer to promote and maintain their independence. This will be achieved by working to the support plan created by the Reablement Officer/Occupational Therapist.
2. To work in partnership with the Reablement Officer/Occupational Therapist to use the support plan and feedback sheets effectively. To assist with maintaining the customers records and correspondence.

3. To demonstrate small items of promoting independence equipment to the customer. This will enable them to undertake daily living tasks independently.
4. To undertake and assist the customer with the administration of medication in accordance with Warwickshire County Councils Medication Policy To assist individuals within their own homes to take medication and to complete appropriate records in accordance with the Quality Assurance System.
5. To work with the customer to their support plan, using own initiative, without direct supervision when out in the community.
6. To signpost the customer to other professionals within the County Council
7. To undertake effective communication with Supervisors, Occupational Therapist, Reablement Officers, Customers, other professionals, colleagues and members of the public.
8. To maintain accurate records in line with the Reablement Service and to manage own timesheets and mileage claims within designated time frames.
9. To work flexibly throughout the county including weekends, evenings and bank holidays
10. To work to the 8 key values of, privacy, promoting independence, partnership, diversity, rights, dignity and respect, which are reflected within the Promoting Independence handbook.

### **CORE RESPONSIBILITIES**

- To participate in personal development and training
- To attend and participate in regular staff team meetings when possible (if necessary outside of contracted hours) for that week.
- To ensure that Health and Safety responsibilities are carried out in accordance with the departments Health and Safety policies and procedures.
- To communicate in a respectful, sensitive and polite manner at all times.
- To ensure that a high quality Reablement Service is delivered to customers at all times within their own homes.
- To understand and implement WCC Safeguarding policies and procedures.
- To undertake any additional duties as required by your Line Manager or Warwickshire County Councils Social Care and Support Business Unit.

## **Section B: Person Specification**

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:

### **Essential Criteria**

A Commitment to anti discriminatory practice in employment and service provision All staff must take personal responsibility for implementing the Departments Race Equality Strategy.	A, I
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post)	D

Previous experience of working with people, either paid or voluntary.	A, I
Good communication skills, both verbal and written and effective listening skills.	A,I
Ability to work in partnership with other professionals	A.I
A positive approach to work in a promoting independence way	A,I
Ability to work under pressure, to be calm and resilient	A,I
Excellent interpersonal skills, including the ability to motivate customers to maximise their independence	A,I
Willingness to undertake training to gain new skills and up-date working practices.	A,I
Able and willing to work flexible hours, including weekends and evenings when necessary	A,I
Mobility essential. Able-bodied applicants must be able to drive, have a current valid driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary	I,D
Ability to recognise, report and record changes in customer's circumstances and report to supervisors changes in clients condition.	A,I

## Desirable Criteria

Assessed By:

Previous experience of working in a Health or Social Care setting	A,I
Qualified to QCF Level 2 diploma	A,I,D

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input checked="" type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens

<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

