



ROLE ADVERT

ROLE TITLE: Senior Care Assistant

Casual

POST ID: SAS270

GRADE: BAND F SCP 25 – SCP 29 (£22,212 - £25,440)

HOURS: Casual Hours.

LOCATION: Severn View Resource Centre, Chepstow, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

PURPOSE OF POST:

Monmouthshire believes that we can only provide effective care and support when we know what matters most to the people we are supporting. Our guiding principle is that person centred care is based on relationships, not tasks. Our greatest responsibility lies in getting to know and understand those we support by spending time listening and engaging with each person in a way that responds to who they are.

We are looking for someone who can bring the reliability, commitment, integrity and enthusiasm that the people we support deserve. We need you to understand that 100% is the minimum commitment; you need to take ownership of all aspects of the role. We need this because what we do matters.

Should you require any further information regarding this post, please contact: Sian Gardner, Head of Care Tel: 07815 005013

Closing Date: 12 noon on Friday 27 February 2014

Please note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



ROLE PROFILE

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PERMANENT

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RESPONSIBLE TO: Head of Care

The Residential Care Services Team.....Who are we?

- We are part of the council and provide services to people of Monmouthshire who are no longer able to manage successfully at home
- We have two homes: one in Abergavenny, and one in Chepstow.
- In these bases we provide the following services:
 - Reablement Services (Based at Mardy Park in Abergavenny) – supporting people in the short term to help people regain independence and ensure that services if required in the long term are tailored to individual need.
 - Residential Dementia Care (Severn View in Chepstow) – providing a safe and supportive environment for those living with a dementia.
 - Respite services (Mardy Park & Severn View) – short term respite stays to enable carers to have a break

Our Purpose:-

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The Purpose of this Role:-

- To create and develop a home environment which is centred on supporting people in a way that focuses on maximising their strengths and skills and enabling them to set their own goals.
- To create a warm and supportive environment that feels to the people who live there like it truly is 'home'.
- To support and encourage the home's care team to act and behave in ways that will further benefit the people who live there.
- To develop and support an environment in which staff feel empowered and supported to make decisions and take informed / consensual risks.
- To develop the practice of self-reflection among staff, both individually and as a team.

- To ensure that all the people we are supporting receive individually tailored services based on person centred planning and that the services promote the highest standards of care at all times.
- To encourage care of people that is at all times sensitive, confidential and upholds their dignity.

Your responsibilities are to:-

Operational responsibilities

- Ensure that there are person centred care plans available for all our service users so that the team members have all the information they need to provide responsive and informed care.
- Be able to advise and guide team members, as well as demonstrating through personal example, the reality of person centred care.
- Together with senior colleagues and the Head of Care, you will ensure that care plans are reviewed in partnership with the people we support and the people who are important to them.
- Help ensure that the team follows the service delivery framework and you will do this by working alongside the team where necessary, exemplifying best practice and promoting the highest standards of care.
- Be flexible. Care is not a 9-5 job; although you will have a fixed rota, flexibility is essential. If you want to demonstrate commitment to the role you will need to be prepared to be flexible, working weekends, bank holidays and sleep-in shifts. The senior role involves being available at short notice to cover as duty officer as and when needed.
- Have an up to date knowledge of, and to be aware of your responsibility, as regards the authorities' 'Protection of Vulnerable Adults' policy.
- Be an effective communicator. You will be working closely with people and you will have to interpret and understand the full range of ways in which people communicate. You will need to act on any concerns that you have following observations and discussion with team members and the people we support.
- Have the maturity and intelligence needed to build effective working relationships with a wide range of people – not only the people we support but professionals from across integrated health and social care teams.
- To be able to work in ways that promote and support the health and safety of the individuals we work with, and the team members. You will be proactive in following and demonstrating best practice with regard to health and safety, moving and handling, and medication management.
- Be eager and ready to receive feedback and criticism so that we can learn and grow as a service.
- Complete paperwork that is clear, accurate and on time.
- Ensure the efficient and smooth running of the home through effective allocation of responsibilities to team members.
- Actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Leadership

- Be able to communicate to the team your passion for providing the highest quality of service.
- Participate with senior colleagues in the selection, appointment and training of the highest calibre of staff, and help ensure that they receive excellent induction, probation, support, and training and on-going development.

- Contribute to the development and support of the team through team meetings, and mentoring.
- Assist the officer team in taking a proactive stance in supporting team members to attend work. This will include monitoring and managing attendance and applying the policies set out in the council's attendance management procedures.

Personal Development

- Be able to ask for (and provide) support from your colleagues to help overcome the challenges of this type of work. This is a rewarding role but like all great jobs it can be challenging
- Be able to continually reflect on your own practice and personal development to identify where things could be done differently or better.
- Be committed to learning and growing in your role, and you will actively seek out opportunities for personal development. Being prepared for supervisions and appraisals will also be important in ensuring you do not grow stale.
- Contribute ideas, be open to change and challenges and new ways of working.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will demonstrate the following:-

Requirements		Weighting	METHOD OF ASSESSMENT
Qualifications	Either possess or be working towards NVQ level 3	High	AF
Experience & Knowledge	Experience of leading staff teams within a social care environment.	Med	AF
	Substantial experience of working within a social care environment.	High	AF
	Experience of working with people with dementia.	Med	AF& Interview
	Understanding of the physical, social and emotional needs of older people	High	Interview
	Possesses clear understanding of person centred care and how this is delivered.	High	AF & Interview
	Must have knowledge of legislative requirements of social care e.g. Care Standards Act 2000 and Care Homes (Wales) Regulations 2002.	Med	Interview
	Understanding of the factors which influence the modernisation of health and social care services.	High	Interview
	Insight into safe working practices surrounding medication	High	AF & Interview
Leadership & General Skills	Team Working. Working with others to find solutions. Leading by example	High	AF & Interview
	Supporting colleagues in difficult conditions and under pressure. Shares knowledge and creates trusting relationships	High	Interview
	Decision making. Use experience, analysis and judgement to make decisions. Displays confidence when making difficult decisions.	High	AF & Interview

	<p>Gaining Commitment. Able to share and engender the passion to deliver the highest standards of care. Demonstrates drive and motivation of self and can motivate and gain the commitment of others to achieve results.</p>	High	Interview
	<p>Role Model Lives the values of the organisation and the service. Leads by example and demonstrates what good looks like.</p>	High	Interview
	<p>Coach and Support Can effectively support others to create environments where the team feel supported to use their skills and take decisions.</p>	High	AF & Interview
	<p>Communication Able to engage with the people we support in a way which shows empathy and helps to build relationships.</p>	High	Interview
	<p>Communicate with team and other colleagues effectively at all levels, verbally, in writing and electronically.</p>	High	AF & Interview
	<p>Managing Change Embrace change and the opportunity it brings in a way which is infectious.</p>	High	AF & Interview
	<p>Drive Get things done by showing urgency and determination.</p>	High	AF & Interview
	<p>Flexibility Be flexible to the demands of the environment including unpredictable work patterns, challenging deadlines and balancing competing priorities.</p>	High	AF & Interview

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Closing Date: 12 Noon on Friday 27 February 2014