



MONMOUTHSHIRE COUNTY COUNCIL

SOCIAL CARE & HEALTH DIRECTORATE

IMPORTANT INFORMATION

ROLE: Homecare Assistant
Monmouthshire In-House Domiciliary Care

POST NO: SAS118

It is hoped that the attached role profile will help you to decide whether or not you wish to apply for this vacancy.

It is in a different format to that traditionally used and your views on what you like / dislike or find useful or not is important to us. Regardless of whether or not you decide to apply, if you would like to give feedback on this role profile, please email: colinrichings@monmouthshire.gov.uk , marking the subject line as "Feedback on SAS 118 Role Profile".

Finally, if you feel that this role is for you, you will need to tell us on your application form. In the section titled "Experience and Other Information", it is important that you use this space to tell us how your attitude, skills, experience and ability relate specifically to this role.

Thank you in advance for any feedback you wish to give and good luck with your application, should you decide to apply.

Best Wishes

Colin Richings
Team Manager, Direct Care Services

**MONMOUTHSHIRE COUNTY COUNCIL
SOCIAL CARE & HEALTH DIRECTORATE**

ROLE PROFILE

ROLE: Homecare Assistant
POST NO: SAS118
SECTION : Direct Care
GRADE: Band D [SCP 17 to 21 - £16,998 - £19,317 pro rata per annum]

LOCATION: Monmouth area

Chepstow area

**PLEASE CAN YOU SPECIFY ON YOUR APPLICATION FORM
WHICH POST/POSTS YOU ARE INTERESTED IN**

HOURS: 20 Hours per week

RESPONSIBLE TO: Domiciliary Care Manager

The Domiciliary Care In-House Team.....Who are we:

- We are part of the council and provide services to people living in the community to help them to live safely and well in their own homes.
- We have a team of 120 staff working in various teams:
 - Reablement Services – 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.
 - Dementia Care Support Teams – supporting people with dementia and their carers to stay in their own homes supporting with all aspects of daily living.
 - Children’s Services Team. A small team of staff helping Children with disabilities, supporting parents to develop skills and supporting looked after children to have contact with their parents
 - Extra Care Support Team – supporting people living in supported housing with all aspects of daily living.

Our Purpose:

- To provide quality services to all the people we support.
- To care in a way that is focussed on the individual and is person centred.
- To support people to do things and where appropriate to support people to regain skills and abilities that may have been lost.
- Support people where they need help with all aspects of daily living and to promote social and emotional well-being.

The Purpose of this Role:

- This is an essential role that helps people to remain living at home.
- To provide care to people that it is at all times sensitive, confidential and upholds their dignity.
- To help people with all aspects of daily living. This includes personal care provided in a way that continually focuses on the respect and dignity of the person we support.
- To work with people based only on a detailed understanding of their needs and wishes as described by the person themselves. To spend time to listen and engage with each person in a way that responds to who they are.

Managers Expectation of this Role:-

Simply, I am looking for people who can bring the reliability, commitment, integrity and enthusiasm that the people we support deserve. I need this because what we do matters.

Here's what I am looking for from this role:

- I want you to bring yourself; your personality, a big smile and a sense of fun. I need you to understand that 100% is the minimum commitment.
- I need you to be comfortable providing personal care support to people.
- Someone who is available to work weekends, bank holidays, can start at 7am in the morning and / or is available to work through to 11pm at night.
- You will need to be good at communicating. You will need to work closely with people interpreting and understanding the full range of ways in which people communicate. You will need to tell me, through observations and discussion, any concerns as to the health and welfare of the people we support.
- You will need to be able to ask for (and provide) support from your colleagues to help overcome the challenges of this type of work.
- I need someone who is equally comfortable working as part of a team or working on their own.
- Someone able to continually reflect on their own practice and personal development to identify where things could be done differently or better.
- I need you to understand the importance of attending supervision and 1:1 meetings with me, ensuring you use all opportunities to share, learn and grown in your role.
- I need you to be able to build effective working relationships with a wide range of people.
- I want you to be able to prepare and cook basic nutritious foods.
- I need you to work in a way that supports the health and safety of the people you work with and that of yourself.
- Someone with ideas, open to change and new ways of working. However, you will need to follow specific and agreed protocols in relation to health & safety, moving & handling and medications
- I need you to be flexible and understand that because of the nature of the services we provide we will ask you to work at different times to ensure that people receive the support that they need.
- I need you to complete paperwork that is clear, accurate and on time
- I need you to ask for advice and help whenever you are not sure what to do.

Here's what we can provide you with:

- A huge sense of satisfaction and pride.
- A great rate of pay with weekend and bank holiday enhancements.
- Pension
- A committed and dedicated management team.
- Great training

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 I know if you are the right person for the role? As the successful candidate you will have demonstrated:-

1. Your commitment, your enthusiasm and your caring nature.
2. That you have clear & effective communication skills both written and verbal
3. Your availability to work at times of the day that people need support.
4. An ability to work well as part of a team including effective team communication and contribution.
5. An ability to engage with people to develop relationships that supports our ability to deliver care that is focussed on the individual.
6. That you may have a QCF level 3 qualification in care but if not, that you're willing to undertake this course.
7. That whilst experience of working with older people is not necessary, an insight into the issues that affect this group of people is.
8. Ability to work well independently and in a flexible manner as per the needs of the service.
9. Understanding and demonstration of a willingness to promote Equal Opportunities

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.

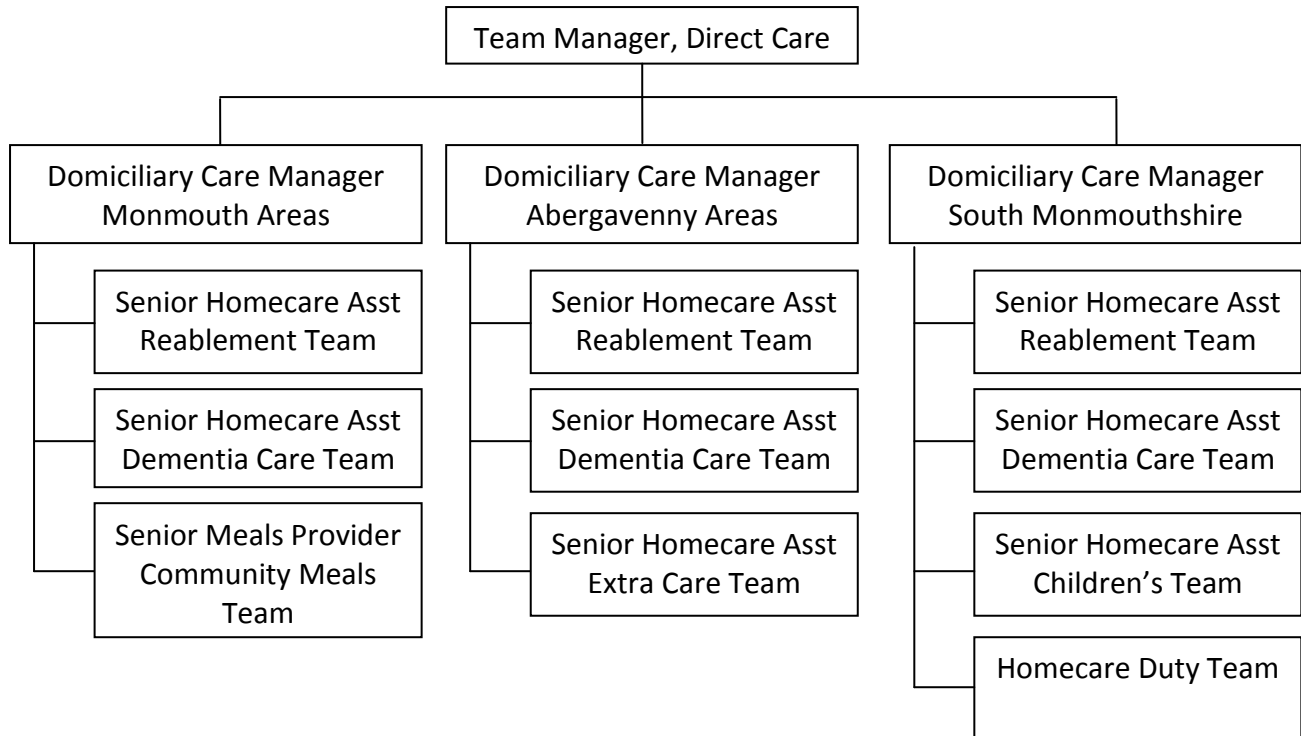
Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

If you have any questions or anything requires clarification, please contact the Locality Domiciliary Care Manager, Nikki Hancock on 01600 773113 or June Gane 01291638926

Closing Date: 12 noon Friday 28th November 2014

Additional Information about the Domiciliary Care Team

The Team Structure:



Roles & Responsibilities within the team:

- The Team Manager, Direct Care Services - overall responsibility for older people's direct care services in Monmouthshire across residential, day care and domiciliary services.
- The Domiciliary Care Manager – To manage, supervise and co-ordinate the work and resources of the teams. Striving to develop excellence in Domiciliary Care across all specialisations.
- Senior Homecare Assistant - To support Care Staff and Service Users within the community, promoting safe working practices to meet Health and Safety Guidelines.
- The Homecare Duty Team - To provide a support network to carers, service users and their families to ensure a high quality of domiciliary care is given at all times. .
- The Administrative Team – To support the Domiciliary Care Managers and Senior Home carer's with relevant administrative tasks.

What the team say:

- Working with Dementia is very challenging but rewarding. I would not want to do anything else for a living.
- Monmouthshire County Council is a fair employer who supports their employees to enable them to fulfil their role within the authority to the highest standards.
- Working within a team that has Health and Social Care combined has increased my skills and understanding of the service we provide to enable service users to stay independent in their own homes.