

## JOB PROFILE

Post	<b>Residential Care Worker</b> [Adults with a Learning Disability]
Accountable to	<b>Service Manager</b> [Adults with a Learning Disability]
Line Manager	<b>Registered Manager</b>

## THE PURPOSE OF THE POST

- To provide care and support to residents from different cultural and religious backgrounds within the home, and on an outreach basis in the local community.
- To assist service users to develop their full potential e.g. physical, intellectual, emotional, social and spiritual.

## RESPONSIBILITIES

The principal responsibilities of the person performing this job are as follows:

- To assist in identifying needs by listening and observation and by contributing this information in the reviews of Personal Centered Planning. (PCP)
- To support residents in their daily living activities in a positive way that builds on strengths and skills
- To accurately record progress in accordance with the Catholic Care's policies
- To offer support in a way which respects resident and cultural differences
- To support resident's to make choices and decisions about the events and activities in their daily lives and in accordance with the PCP's
- To interact with and support resident's in ways which respect their dignity and privacy
- To maintain the confidentiality of personal information about residents at all times
- To support contact and communication between residents and their families and friends
- To enable integration to the local community by encouraging and support residents to undertake activities of their choice in the community, which are consistent with their PCPs
- To behave at all times in a way that promotes a positive image of people with disabilities in general in the community
- To accurately record any concerns or complaints raised by a resident or their representative and report it immediately to your line manager
- To establish a thorough working knowledge of Catholic Care's Guidelines, Policies and Procedures and work in a manner consistent with these.
- To carry out duties in a way that minimises Health & Safety risk to residents, staff and visitors in line with relevant policies & procedures
- To immediately report any risk that may impact on residents, or on Catholic Care, to your line manager
- To behave in a way that presents a positive and professional image of Catholic Care when dealing with residents and members of the community
- To store, administer and document medication as set out in Catholic Care's procedure

- To safeguard residents in a way that prevents exposure to abuse or neglect and to immediately report and accurately record any incident or suspicion of any form of abuse or neglect to your line manager
- To attend and contribute to staff meetings.
- To participate in training activities as required and take responsibility for self-learning and development
- To participate in regular employee support and supervision sessions with your line manager
- To participate in an annual formal performance appraisal meeting which will provide a structured opportunity to jointly evaluate your performance
- To provide personal care and / or support for people living in their own homes in the wider community
- To uphold the values of Catholic Care and to apply these at all times in your dealings with others.

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### **ADDITIONAL DUTIES**

It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

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### **SAFEGUARDING**

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

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### **CONFIDENTIALITY**

The Information Governance Standards outline how employees must deal with personal information about employees, service users, corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Director.

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### **VALUES AND PRACTICE PRINCIPLES**

The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. He or she must be prepared to operate within the ethos of the agency and ensure that people of all denominations and faiths have their spiritual needs respected.

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### **QUALIFICATIONS AND EXPERIENCE:**

The person appointed to this position will satisfy the criteria identified in the Person Specification.

*All posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained*

Post	<b>RESIDENTIAL CARE WORKER</b>
Service	<b>ADULTS WITH A LEARNING DISABILITY</b>

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
LDAF / LDQ / Care Certificate		✓
Diploma in Health & Social Care Level 2 or equivalent		✓
Educated to GCSE or equivalent	✓	
First Aid Certificate		✓
Full Driving Licence		✓
<b>Experience</b>		
Two years working with people who have a learning disability		✓
Experience of working within a residential living environment		✓
Experience of working with vulnerable people in a paid or voluntary capacity	✓	
Relevant work experience	✓	
Voluntary work for a charity		✓
<b>Skills</b>		
Ability to work alone (unsupervised) or and as part of a team and use initiative	✓	
Practical skills – Organisational skills (e.g. activities etc)	✓	
Good verbal and written communication	✓	
Patience and ability to listen to and empathise with people	✓	
Interpersonal skills – ability to engage with people	✓	
Ability to manage challenging behaviour		✓
Ability to provide personal care support including personal hygiene	✓	
<b>Knowledge</b>		
An experiential knowledge of how to interact with clients		✓
An understanding of people learning disabilities	✓	
Knowledge of how to manage stress		✓
Knowledge of how to facilitate promotion of independence	✓	
Knowledge of Health & Safety issues and Risk Assessments	✓	
<b>Attitude</b>		
A caring attitude based on respect for individuals and their rights	✓	
A respect for dignity of clients	✓	
Ability to appreciate equal opportunities and strategies to achieve this	✓	
Respect for the independence and dignity of service users	✓	
To be inclusive and allow clients to have choice in making decision relation to their life experience	✓	
Understanding and sympathetic to the ethos, values and principles of practice relating to Catholic Care	✓	
Willingness to work flexibly, unsocial hours including nights, weekends and bank holidays	✓	
Dependable, punctual and patient	✓	
Sensitive and caring approach to people	✓	
Willingness to take direction and undertake training	✓	