



Role Profile

Job Title

Care Support Worker

Salary range

Contract

Various available

Main location

Portland College

Hours and basis

Various available

Reports to

Service Coordinator

Date of issue

January 2019

Why Portland College needs this role

Portland College is a Registered Care Home and Treatment Centre providing an excellent standard of care to people with a wide range of disabilities. We need caring and compassionate people, who can show commitment to these positive values and deliver safe care with energy and enthusiasm.

What you will be doing

Key responsibilities:

- Ensure support, personal care and guidance are provided having regard to the Mental Capacity Act, Safeguarding, EDI/protected characteristics
- Offer high standards of personal care support in line with the individuals' person centred plan. To make sure healthcare/medical needs are met at all times, including medication administration
- Monitor the well-being of citizens and report any concerns without delay to the appropriate person
- Work in collaboration with a multi-disciplinary team to meet the care needs of the individual citizen
- To carry out assessments of potential new citizens who would like to access the service.
- Be delegated as a keyworker to an identified citizen.
- Attend mandatory/relevant training required to keep skills updated
- Support citizens towards achieving their Person Centred Plan objectives
- Liaise with Care Support Workers, Service Coordinators, Service Manager Registered Manager ensuring effective delivery of service
- Administer medication and nutrition via PEG (when qualified)
- Positively participate in citizen reviews, providing feedback on their progress.
- Update person centred care plans consistent with appropriate levels of support and care needs.
- Record and report all relevant citizen information including
 - the care and support that you provide and assistance with medicines
 - changes to an individuals' condition or other concerns
 - faulty equipment or hazards in the service
 - response to emergencies, accidents and incidents
 - safeguarding matters following the college's procedures
 - contact with families or carers and other professionals
 - Build positive professional working relationship with main care givers.
- Support and assist people who use our services in maintaining and developing personal relationships with family, friends and others of importance to their lives



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- Plan, prepare and implement a wide variety of meaningful activities that meet personal goals/outcomes for citizens including community access.
- To empower citizens to make choices and promote independence skills
- Ensure residence is clean and fit for purpose

Other:

- To drive a minibus if required and qualified to do so

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use our services.

This duty includes checking that any person entering Portland College has a right to do so and these visits are recorded in accordance with the college procedures. To support people who use our services who may exhibit challenging behaviours, safely and supportively, by using the skills and approved approaches learnt through training; promoting positive behaviour management.

Key results we want to see from this role

- Positive feedback from learners/citizens, co-workers and supervisors about the care and support you personally deliver

Dimensions of the role

- You will be working with a team of highly motivated care staff and will work flexibly across the service to ensure the seamless delivery of person centred care plans and individual learning plans to all our citizens and their families
- You may be required to work in any one of the Registered services
- You will work flexibly within the expectations of the service shift patterns

Key work relationships

- Observe confidentiality of citizens information
- Promote and maintain all aspects of good teamwork and take personal responsibility towards ensuring team's healthy functioning.
- Participate in the agreed system of appraisal and own performance review

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, citizens, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.



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Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.