

## **Care Assistant (Category 2.5 Sheltered Housing)**

**Salary: Band 4 - £18,948 - £20,159 p.a. plus 17% shift enhancement**

**22.5 hours per week (Monday - Sunday, worked over a service led rota which includes both days & evenings)**

### **Permanent**

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk', and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

### **The Service**

The overall purpose of Sheltered Housing is to provide accommodation and support when needed.

Sheltered Housing is purpose built accommodation staffed 24 hours a day, offering support and security for older persons. In Sheltered Housing we promote and support independent living to enable residents to maintain their wellbeing and with the knowledge that someone is always on hand to give support where needed.

You will work as part of the Ian Gibson Court care team to deliver effective personal care & social support to a number of residents living in their own homes within Cat 2.5 sheltered housing scheme Ian Gibson Court.

As Care Assistant and part of the care team, you will be required to work flexibly & to undertake some additional hours to cover team absences and meet periods of high care demand.

### **What is the role?**

#### **As a Care Assistant you will:**

- Work to provide person centred care and support for older people living independently in their own home as per their individual care plan and in a way that meets the Adult Social Care purpose 'help me when I need it to live the life I want to'
- Assist clients in a range of daily living tasks, for example with transfers, toileting (including dealing with bodily fluids), mobility, washing and dressing. Along with some household tasks, meal preparation, social activities and support to access to the community.
- Work alongside health professionals and others to support a client's wishes regarding end of life care

- Work in a way that encourages independence and motivates the client as well as observing and promoting the clients choices, privacy, dignity and other rights
- Maintain confidential, legible and accurate records in relation to care and medical support given
- Work jointly and effectively with the sheltered housing service and others including internal and external staff and agencies, providing input into the care and support plans of clients
- Attend regular supervision sessions and undertake the required training as appropriate to the role.
- Work in a way that promotes the safety of clients, yourself, your team and others
- Be part of a team under the direction of the Care Service Manager & Registered Manager
- Be required to work flexibly & undertake some additional hours to meet the demands of the service and to cover leave and other staff absence to ensure that care provision is consistently met.
- Work 22.5 hours per week as part of a rota, Monday to Sunday, with the earliest shift commencing at 7am and the latest ending at 22:00pm.

### **Who is the person?**

You need to:

1. Have knowledge of the differing care and support needs of older people and the life issues they face
2. Have a patient & caring nature that works to enable people to maintain their independence in their own home for as long as possible.
3. Have the physical ability to undertake moving & handling of people tasks, including the use of equipment (training provided)
4. Be flexible and reliable to ensure that service delivery is met
5. Have the ability to understand and adhere to professional boundaries at all times
6. Have good listening, verbal, written and reading skills to enable you to effectively maintain records & understand, document and communicate information with clients, your team and others.
7. Have excellent people skills in order to gain the trust of clients and their families/advocates
8. Have the motivation & ability to work alongside other agencies to get the best outcomes for clients
9. Be able to work as part of a team, but also able to work alone with confidence
10. Have the confidence and ability to raise concerns/issues, solve problems and respond to emergencies as they arise
11. Be self-motivated and able to use your own initiative whilst recognising and working within the boundaries of PCC / CQC policies and procedures in place.

12. Be willing to attend and participate in all training required (including supervision, PDR & team meetings) as appropriate to the role and as identified by your line manager
13. Have basic IT skills, including use of Microsoft Outlook and experience of using Word/Excel and able to use in house databases as required.

**If you have any questions, or would like an informal discussion about the role, please call Louise Short on 07930187376**

**Closing date: 1<sup>st</sup> February 2021**

**Applications received after this may not be considered**

**How to apply:** Please see attached documents at the bottom of the Job page and ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile. **PLEASE DO NOT JUST SUBMIT A CV.**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit <https://www.gov.uk/government/publications/consent-privacy-policy>

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.