

# Lancashire County Council

## Role Profile

### Grade Profile - Grade 3 – Support Roles

Applies to **all** posts at Grade 3

<b>Purpose</b> To carry out a range of tasks in support of, or the delivery of, the service.
<b>Scope of Work</b> Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.
<b>Accountabilities/Responsibilities</b> Role Holders may be required to: <ul style="list-style-type: none"><li>▪ Solve straightforward problems; or</li><li>▪ Exchange routine information with members of the public; or</li><li>▪ Carefully use expensive equipment; or</li><li>▪ Handle and process information; or</li><li>▪ Instruct, and check the work of, others; or</li><li>▪ Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.</li></ul>
<b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Little, or no, prior experience is required. Role holders will need to gain an understanding of a limited number of routine procedures that could be gained through a short induction period or on the job training or instruction.</li><li>▪ Ability to work as a member of a team.</li><li>▪ Role holders will either need previous relevant experience or specific training in the job tasks.</li><li>▪ Experience or the ability to demonstrate the competence to carry out of the job.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable.</li><li>▪ The ability to work without close supervision.</li></ul>
<b>Performance Indicators</b> <ul style="list-style-type: none"><li>▪ Completion of tasks to required standards and deadlines.</li></ul>

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> NIGHT CARE ASSISTANT 3					
<b>Directorate:</b> Lancashire County Care Services			<b>Location:</b>		
<b>Establishment or team:</b>		Homes for Older People		<b>Post number:</b>	
<b>Grade:</b>	Grade 3	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<p><b>Scope of Work:</b></p> <p>The core value of Lancashire County Care Services DSO is to promote Dignity In Care, independence, and respect whilst providing high quality and competitive residential and day care for older people, and Assessment and Reablement services for the community. The organisation aims to be the first choice provider of care services in the Lancashire area.</p> <p>The purpose of this job is to attend, with limited supervision, to the personal needs of clients during the night.</p>					
<p><b>Accountabilities/Responsibilities:</b></p> <ol style="list-style-type: none"> <li>Physical tasks approximating to care of the sick, eg dressing, washing, bathing and feeding clients, including those clients with special needs arising from physical or mental deterioration.</li> <li>Social duties, eg talking to clients, motivating clients and helping them to maintain contact with family and community.</li> <li>Assisting in the creation of a supporting homely atmosphere where clients can achieve maximum independence.</li> <li>Duties may include assisting with domestic tasks as required to meet the personal needs of clients.</li> <li>Contributing to the records and reports kept within the establishment, including individual care plans, and carrying out key worker duties.</li> <li>Escorting clients outside the establishment as required, eg to hospital.</li> <li>Attending relevant training courses as agreed with the Registered Manager.</li> <li>Assisting the Registered Manager/RCO by acting in a general supervisory capacity with students and volunteers etc.</li> <li>Assisting with laundry duties and care of clients' items including emptying and cleaning commodes, making and changing beds, cleaning and tidying lockers.</li> <li>Assisting the manager in the administration of medication.</li> </ol>					
<b>Prepared by:</b> Liz Wilde			<b>Date:</b> 5/9/10		

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

#### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

#### **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

Person specification		
<b>Post title:</b> NIGHT CARE ASSISTANT 3	<b>Grade:</b> Grade 3	
<b>Directorate:</b> Lancashire County Care Services	<b>Post number:</b>	
<b>Establishment or team:</b> Homes for Older People		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
NVQ Level 2 in Direct Care or working towards	E	Certificate
City & Guilds in Practical Caring or Home Nursing	D	Certificate
In-service course in Social Care	D	Certificate
Preliminary course in Social Care	D	Certificate
<b>Experience</b>		
Experience of caring for elderly people	D	AF,I
Understanding of elderly people with mental disability	D	AF,I
<b>Knowledge and skills</b>		
Good oral and written communication skills	D	AF,I
Ability to work as part of a team	D	AF,I
Awareness of Health & Safety requirements	D	AF,I
Knowledge of the cultures and religions of the local community, and ability to work across cultures	D	AF,I
Understanding of basis care tasks, ie bathing, toileting and feeding	D	AF,I
Ability to liaise with other health care professionals	D	AF,I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I
4. THIS POST IS SUBJECT TO A SATISFACTORY ENHANCED LEVEL DISCLOSURE FROM THE CRIMINAL RECORDS BUREAU		
5. Flexible working hours on a rota over 7 nights	E	
6. A degree of domestic duties involved	E	
7. Occasional escort duties	E	
8. Willingness to undertake training	E	
9. The appointee will be required to attend work on a regular basis	E	
10. Weekend and bank holiday working.	E	

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**Date:**  
14/03/2007

**Note: We will always consider your references before confirming a job offer in writing.**

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

#### **CONFIDENTIAL**

Team/Establishment	Homes for Older People
Post title	Night Care Assistant 3
Description of main activities the employee will be required to undertake (or attach role profile)	
Form completed by: (print name) Liz Wilde	

#### **A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions ( <i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

**Night worker.**

<b>Head of Service/Headteacher/Line Manager</b> <i>(please print)</i>		Liz Wilde	
<b>Telephone Number:</b>	07887 831 031	<b>Date:</b>	5/9/10

V1.1

02/08/2010