

# Lancashire County Council

## Combined 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> The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role. <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>▪ 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> <p>In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
<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> CARE ASSISTANT (RESIDENTIAL) 3					
<b>Directorate:</b> Adult Services – Older People			<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 Adult Services – Older People Service is to promote Dignity in Care, independence, and respect whilst providing high quality and competitive residential and day care for older people. 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 provide personal care and general support to older people and people with dementia who need long term residential care.</p>					
<p><b>Accountabilities/Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Physical tasks include: washing, dressing, bathing and feeding clients, including those with special needs arising from physical or mental deterioration</li> <li>2. Social duties include: talking to and motivating clients, helping clients to maintain contact with family and community, assisting with shopping, and organising group social activities</li> <li>3. Assisting in the creation of a supportive and homely atmosphere where clients can achieve maximum independence</li> <li>4. Co-operating with domestic staff to best meet the personal needs of the client</li> <li>5. Where appropriate, contributing to the establishment records, including support plans</li> <li>6. Escorting clients outside the establishment as required, e.g. to hospital, opticians etc</li> <li>7. Attending relevant training courses as agreed with the management staff</li> <li>8. Acting in a general supervisory capacity with students and volunteers</li> <li>9. Assisting with laundry duties and care of client's items including emptying and cleaning commodes, making and changing beds, cleaning and tidying lockers</li> <li>10. Caring for the dying and attending to the needs of the deceased person and their relatives</li> <li>11. Assisting management with the administration of medication</li> </ol>					
<b>Prepared by:</b>		Liz Wilde		<b>Date:</b>	05/09/2010

**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 cooperate 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.

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<b>Person specification</b>		
<b>Post title:</b> Care Assistant (Residential)	<b>Grade:</b> Grade 3	
<b>Directorate:</b> Adult Services – Older People	<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>		
City & Guilds in practical or home nursing	D	Certificate
NVQ Level 2 in Direct Care or commitment to study to achieve the qualification	E	Certificate, AF, I
In-service course in Social Care	D	Certificate
Preliminary course in Social Care	D	Certificate
<b>Experience</b>		
Care of elderly persons	D	AF, I
Working in a residential setting	D	AF, I
Ability to promote and participate in recreational activities	D	AF, I
<b>Knowledge and skills</b>		
Knowledge of First Aid	D	AF, I
Ability to work as part of a team	D	AF, I
Awareness of Health and Safety requirements	D	AF, I
Knowledge of the cultures and religions of the local community; ability to work across cultures	D	AF, I
Understanding of basic care tasks, i.e. bathing, toileting, 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. Work weekends and bank holidays	E	I
5. Day hours are between 08.00 and 22.00		
6. Some domestic duties and occasional escort duties involved	E	I
7. Willingness to undertake training	E	I
8. Display the LCC values and behaviours at all times and actively promote them in others	E	I
<b>Date:</b> 12/03/2007		
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## 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	Care Assistant (Residential) 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> ).		X
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> ).		X
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> ).		X
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> ).		X
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.		X
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> ).		X
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).		X
9	Food handling/preparation (of raw or uncooked food only).		X
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> ).		X

**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).	X	
12	Working in isolation/lone working.		X
13	Work with electrical wiring (e.g. colour blindness).		X
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).	X	
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).		X
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	X	
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	X	
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).		X
19	Work as a regular display screen user (where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1 month period).		X

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

<b>Head of Service/Headteacher/Line Manager</b> <i>(please print)</i>		Liz Wilde	
<b>Telephone Number:</b>	07887 831031	<b>Date:</b>	05/09/2010

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