

Lancashire County Council

Role Profile

Grade Profile - Grade 3 – Support Roles

Applies to **all** posts at Grade 3

Purpose To carry out a range of tasks in support of, or the delivery of, the service.
Scope of Work Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.
Accountabilities/Responsibilities 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">▪ Solve straightforward problems; or▪ Exchange routine information with members of the public; or▪ Carefully use expensive equipment; or▪ Handle and process information; or▪ Instruct, and check the work of, others; or▪ Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.
Skills, knowledge and experience <ul style="list-style-type: none">▪ Experience or the ability to demonstrate the competence to carry out of the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable.▪ The ability to work without close supervision. <p>In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
Performance Indicators <ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines.

Lancashire County Council

Operational Context Form

Post title: CARE ASSISTANT (Peripatetic)					
Directorate: Adults Older People			Location:	As advertised	
Establishment or team:		Older People		Post number:	
Grade:	Grade 3	Staff responsibility:	No	Essential Car user:	No
<p>Scope of Work:</p> <p>The core value of Adults Older People Services is to promote dignity in care, independence, and respect whilst providing high quality and competitive residential, day care for older people and domiciliary services for the community.</p> <p>The purpose of this job is to provide personal care and general support to older people and people living with dementia in the community or in a residential home setting. The post will work in both types of settings.</p>					
<p>Accountabilities/Responsibilities:</p> <ol style="list-style-type: none"> 1. Provide personal care and enabling assistance to service users living in the community or a residential home setting. This may involve assisting with end of life care. 2. Assist in identifying service users and their carer's needs and contribute to the development of individual support plans. 3. Actively support service users in all aspects of daily life as outlined in their individual support plan. 4. Contribute to the review and monitoring of support plans and in communicating information at meetings or to a line manager. 5. Maintain accurate and appropriate records and complete documentation in accordance with the service involved and following professional and safe process. 6. Participate in supervision/appraisal and training as determined by your line manager. 7. Assist with the administration of medication as per procedures. 8. Be able to respond and be flexible with requirements to changes in workplace venues. 					
Prepared by:	Liz Wilde			Date:	

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		
Post title: CARE ASSISTANT (Peripatetic)	Grade: Grade 3	
Directorate: Adult Services - Older People	Post number:	
Establishment or Team: Older People		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ 2 in Care related subject or equivalent	D	AF, Certificate
NVQ 3 In Promoting Independence or equivalent (or a commitment to achieve NVQ level 3 within 24 months of commencing employment)	D	Certificates or registration no. or a written commitment to achieve
Experience		
Experience of supporting people with diverse needs	D	AF, I
Experience of care work in the community or residential setting	D	AF, I
Experience of caring in any other capacity	D	AF, I
Knowledge and skills		
Basic knowledge of the ethos of reablement	D	AF, I
Knowledge of the wider role of domiciliary care in the community	D	AF, I
Ability to demonstrate the principles regarding the provision of care and support i.e. maintaining dignity, choice, independence and ensure confidentiality is maintained at all times	E	AF, I
Ability to contribute effectively to the wider team	E	AF, I
Ability to work effectively without direct supervision	E	AF, I
Good verbal and written communication skills, including the ability to keep accurate records	E	AF, I
Ability to read, understand and implement information contained on risk assessment and care plans	E	AF, I
Ability to contribute to the identification of service users needs	E	AF, I
Ability to demonstrate an understanding of health and safety legislation within a care setting	D	AF, I
Other (including special requirements)		
Commitment to Continuous Personal Professional Development	E	AF, I
Commitment to achieve NVQ level 2 within 12 months of commencing employment	E	AF, I
Commitment to attend appropriate training courses, as determined by your line manager, and apply the learning back in the workplace	E	AF, I
Commitment to the Council's Employee Competencies	E	I
Demonstrate a commitment to Equality & Diversity	E	I
Demonstrate a commitment to Health & Safety	E	I
Ability to work on a mixed rota system between the hours of 7 am and 10 pm, to include alternate weekends and bank holidays (SEE BELOW*)	E	I
Commitment to work in other geographical areas as determined by business needs	E	I
Have a full and valid car driving licence and be able to drive	E	I
Have access to a vehicle for work purposes, e.g. car, moped	E	I
Date:		

* When working in the Community setting Care Assistants Peripatetic are required to work one of two specific shift patterns in agreement with the Manager, e.g. 07:00 until 14:00 and 14:00 until 22:00. Employees would be recruited on the basis of one or other (or both if preferable) of the shift patterns. The posts will be required to work either in It is possible that there will be gaps in programmes and this is where flexibility will be required from staff, as the gaps will not be paid for.

When working in a residential care home hours will be either between 0800 and 15:00 or 15:00 and 22:00. The shift will not have gaps however there will be a requirement for flexibility regarding site of care home.

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.

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Team/Establishment	Interim Care Service
Post title	CARE ASSISTANT (Peripatetic)
Description of main activities the employee will be required to undertake (or attach role profile) See attached	
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"/>	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>).	<input type="checkbox"/>	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>).	<input type="checkbox"/>	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>).	<input type="checkbox"/>	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.	<input type="checkbox"/>	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	<input type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	x
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	x
9	Food handling/preparation (of raw or uncooked food only).	x	<input 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"/>	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).	<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 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:

N/A

Head of Service/Headteacher/Line Manager <i>(please print)</i>		Liz Wilde	
Telephone Number:		Date:	