

Job Profile comprising Job Description and Person Specification Job Description

Job Title: Enablement Carer	Grade: Scale 2
Section: KITE Team	Directorate: Department of Adult Social Services and Public Health
Responsible to following manager: Enablement Officer	Responsible for following staff
Post Number/s:	Last review date: January 2020

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Wandsworth KITE provides short-term support to people in their own homes to help them meet set goals and be as independent as possible. It is for people who have been discharged from hospital or whose health and ability has deteriorated. The KITE service is registered and regulated by the Care Quality Commission (CQC).

Enablement Carers play an important role in assisting and supporting people to build their confidence and become more independent over a short time, typically two to three weeks. They need to be positive and encouraging and able to motivate people to work towards agreed goals.

Specific Duties and Responsibilities

1. Support and assist people with personal care and daily living tasks and support people achieve agreed enablement goals to help regain independence. Understanding and identification where people have a need for equipment or other services.
2. Work together with the adult and their carer/ family and any other professionals such as community nurses, occupational therapists to motivate them and build up their confidence.
3. Be accountable to the Enablement Officer for delivering care as planned on the rota following the Enablement Plan for each person support and assist people rather than doing things for them.
4. Deliver care in a way which demonstrates compassion and empathy, and which respects the personal dignity of adults.
5. Be able to identify hazards and act appropriately to reduce risk to client and staff, promote the safety and well-being of people receiving the service at all times. Have an awareness of the signs of abuse and ensure any safeguarding concerns are reported immediately to the KITE Office or Out of Hours.
6. Ensure that adults are eating and drinking adequately, and that concerns about their health are reported to the KITE Office or out of hour's officer at once.
7. Provide accurate written or verbal feedback on people's wellbeing, abilities, changing needs and progress towards their goals. This will help decision-making about how much longer people need help or what help they might need after their service ends.
8. Attend training to develop skills and knowledge to improve the quality of service and practice. Attend supervision meetings, team meetings, performance reviews, appraisals and other meetings as required.
9. Adherence to the Skills for Care Code of Conduct for Healthcare Support Workers and Adult Social Care workers in England and Wandsworth policies and procedures, e.g. the Medication Policy and Moving and Handling Procedure.
10. To follow the "No Reply" procedures and to log in and out of every care visit.

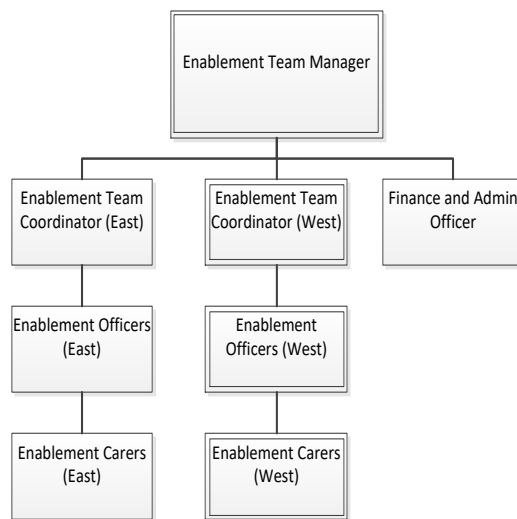
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

The role will require the Enablement Carer to work flexibly. This will include a variety of shifts, such as early mornings from 7AM, evenings until 10PM and every other weekend and Bank holidays. You may also be required to work in different patches to meet the needs of the service.

Current team structure



Person Specification

Job Title: Enablement Carer	Grade: Scale 2
Section: KITE Team - Adult Operations Division	Directorate: Department of Adult Social Services
Responsible to following manager: Enablement Officer	Responsible for following staff
Post Number/s:	Last review date: January 2017

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
1. To have an understanding of the principles of enablement; supporting and assisting people, rather than doing things for them.	A & I
2. To be aware of the signs of abuse and understand the importance of reporting any safeguarding concerns about adults or children in the home	A & I
3. Awareness of the important of adequate nutrition and the signs of dehydration.	A & I
4. To have some knowledge of the Code of Conduct for Adult Social Care Workers.	A & I
Experience	
5. Experience of supporting adults with personal care and daily living tasks in a formal setting.	A & I

6. Experience in following an Enablement Plan, giving verbal feedback, and writing clear legible concise care notes including MAR charts	A, I
7. Experience is using a phone logging in and out system	A&I
Skills	
8. Ability to follow a rota and to give clear verbal feedback and to write clear notes in English and to do simple calculations when doing shopping.	A,&I
9. To be able to motivate people and help to build up their confidence.	A&I
10. Ability to demonstrate dignity in care, compassion and empathy when assisting people	A&I
11. Ability to follow a risk assessment and to identify health and safety concerns in a person's home.	A&I
12. Ability to demonstrate awareness of and respect for people's diverse backgrounds and needs, and a willingness to find out how meet those needs.	A&I
Qualifications	
13. NVQ 3 in Health and Social Care or equivalent, or a willingness to work towards and attain this.	C

A – Application form

I – Interview

T – Test

C - Certificate