

Age Cymru Gwent

JOB DESCRIPTION

TITLE OF POST	Respite support worker
REPORTS TO	Team Leader – Respite Care Service
SALARY	

KEY RESPONSIBILITIES

- To provide a high standard of personal care to the service user
- To follow the detailed care plan provided by the Team Leader
- To maintain service user records and diary sheets, returning them to the office on a weekly basis, and to observe and report to the Team Leader any changes in circumstances or any variation to the care plan
- To have a clear understanding of the needs of older people and their carers
- To develop and maintain good relationships with the carer of the service user, and those delivering care from other agencies
- To form an active part of the Respite team, attending regular team meetings and individual meetings with the Team Leader
- To be prepared to undertake regular training as required under CSSIW regulations and the Organisation
- To be willing to work flexibly to maximise the service
- To be willing to travel to service users across the Charity's operational area
- To maintain confidentiality and understand issues of data protection

Person Specification		
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Requirement	Essential/ Desirable	How tested
Education and Training		
QCF level 3 in care and above, or equivalent, or willing to undertake training	E	Application
Current manual handling, first aid, and food hygiene certificate	D	Application
Admin skills by experience	D	Application
Skills and aptitudes		
A proven employment record in personal care	E	Application and interview
Demonstrated experience of understanding and following care plan	E	Application and interview
Evidence an understanding of the importance of diaries and records	E	Application and interview
Demonstrate the ability to think and act in a non judgmental way	E	Application and interview
A proven ability to act as part of a team	D	Application and interview
Good communication and interpersonal skills	E	Interview
An understanding confidentiality and data protection	E	Application and Interview
Circumstances		
Willing to work in any of the Charity's stated locations	E	Application and interview
Full driving licence and access to a vehicle for work purposes	E	Application
Willing to undertake any relevant training	E	Interview
Further requirements		
Enhanced DBS disclosure required prior to appointment	E	
Two satisfactory references	E	