

## JOB DESCRIPTION

<b>Job Title:</b>	Care Support Assistant
<b>Reporting to:</b>	Coordinator
<b>Grade:</b>	£12.71 per hour (Band 2)
<b>Place of work:</b>	Countywide in clients' homes or within our Day Centres
<b>Hours of work:</b>	Casual hours available – Monday to Friday 9am to 5pm
<b>Purpose of the role:</b>	<p>To provide a high-quality home care service to clients, providing assistance with daily living activities whilst ensuring the client's overall wellbeing and safety. This role is to support clients in maintaining their independence and quality of life.</p> <p>Support clients to enhance their physical, mental, and emotional wellbeing.</p> <p>To work flexibly to support clients who are receiving support from the service.</p> <p>To review, with the area team coordinator, clients' support plans tailored to the individual as their needs change.</p>
<b>Main tasks and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide safe, compassionate and person-centred care and support to clients and their carers, promoting dignity, independence and wellbeing.</li> <li>• Support clients with daily living activities, including companionship, community access, shopping, meal preparation, nutrition and hydration, mobility, household tasks and recreational activities.</li> <li>• Personal care duties, including bathing, toileting and continence support, will only be undertaken within Day Care Centre settings and in line with appropriate training and procedures.</li> <li>• Maintain a warm, inclusive environment for individuals with a range of physical, mental and social needs, including providing respite support for carers.</li> <li>• Work flexibly across shifts and locations within Northamptonshire in line with service needs.</li> <li>• Monitor and report any concerns or changes in clients' health or wellbeing, maintaining accurate records and confidentiality at all times.</li> <li>• Adhere to all relevant policies, procedures, legislation and safeguarding requirements, and participate in training, supervision and team meetings.</li> </ul> <p>Undertake any other reasonable duties appropriate to the role and service needs.</p>
<p>The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The post holder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review</p>	

and may be amended to meet the changing needs of the service. The post holder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.



## PERSON SPECIFICATION

<b>JOB TITLE</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Experience of working with older people, in care work, or supporting individuals and carers		✓
<b>Knowledge / qualifications</b>		
Good standard of education and willingness to undertake relevant training, including the Care Certificate and NVQ2 in Social Care	✓	
Understanding of equality, diversity, and respectful working Practices	✓	
<b>Skills</b>		
Ability to provide compassionate, person-centred care with empathy and understanding	✓	
Good communication and interpersonal skills, both written and verbal	✓	
Ability to work independently and as part of a team, using initiative and problem-solving skills	✓	
Flexible, adaptable, and able to respond calmly to changing situations	✓	
Basic IT skills and willingness to use digital systems/handheld devices	✓	
Physically able to undertake moving and handling tasks	✓	
<b>Other requirements</b>		
Aligned to the values and mission of the charity	✓	
Full driving licence and access to a vehicle	✓	
<i>Prepared By: Lynette Emary</i>	<i>Date 29.5.26</i>	