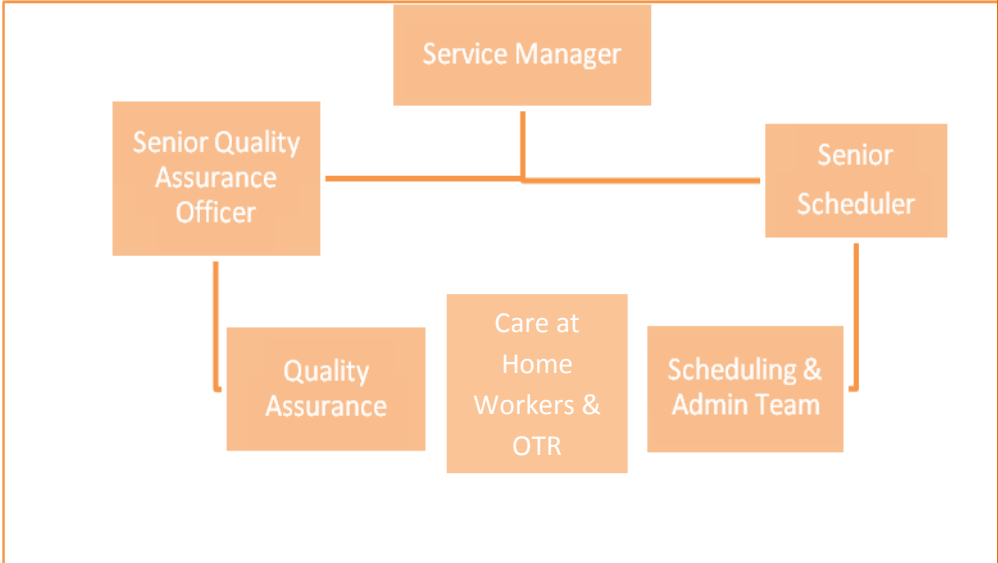


Job Description & Person Specification

Job Title	Care at Home Worker
Core Purpose of Role	<p>The Care at Home Workers role is to undertake a wide variety of tasks in the supported individuals home including delivering and arranging high quality support, care and daily living and personal development opportunities. To flexibly respond to individual needs and aspirations and assist individuals to have the maximum opportunities to direct the support or care provided in order to live as independent as possible.</p> <p>Specified duties will be guided by a person-centred assessment process that takes full account of the aspirations and needs of each individual and also consults, as appropriate, carers and other professional involved.</p>
Organisational Chart	 <pre> graph TD SM[Service Manager] --- SQAO[Senior Quality Assurance Officer] SM --- SS[Senior Scheduler] SQAO --- QA[Quality Assurance] SQAO --- CHWO[Care at Home Workers & OTR] SS --- SAT[Scheduling & Admin Team] </pre>
Key Outcomes	
Provision of Support	
1.	Provide care and support in accordance with identified needs and desired outcomes as documented within each person’s Care and Support Plan, e.g. helping with personal care, administering / prompting medication and helping make meals when required.
2.	Documenting care and support that has been provided in the running notes and ensuring the care plan is followed at all times.
3.	Providing assistance to individuals to help equip them live as independent a life as possible.
4.	Awareness of equal opportunities and empathise with vulnerable clients.
Communication	
1.	Treat individuals, families, carers and staff with dignity and respect at all times and ensure appropriate means of communication are agreed.
2.	Communication with the Aspire staff/ team ensuring they understand and deliver on the requirements of their role.
3.	Ensure each supported individual’s needs, aspirations and desired outcomes are reviewed both in response to any identified changes and in accordance with organisational policies and agreed lead agency protocols, including the preparation of formal reports.
4.	Monitor the standard and accuracy of written records. Collate evidence and records of how the service can demonstrate delivery on desired outcomes for supported individuals
5.	Actively contributing to effective team-working in the service
6.	Liaise effectively and professionally with all colleagues, managers and external referral and support agencies in relation to the planning, delivery and review of individual support needs, to ensure positive outcomes



Job Description & Person Specification

7.	Ensure that supported individuals' care and support is documented in line with Aspire's requirements and monitor the standard of documentation, highlighting any areas of concern with the staff member/team.
8.	Communicating with supervisor and/ or Line Manager regarding any support needs or concerns
9.	Promote opportunities for individuals to participate in all aspects of service provision.
10.	Acting in a professional manner at all times when dealing with external agencies
Accountability	
1.	To work within and adhere to Aspires Policies and Procedures
2.	To attend Support & Development sessions and Annual Appraisal
3.	To attend Team Meetings for Individual Services
5.	Communicate with Line Management
6.	Maintain Confidentiality at all times
7.	Take responsibility for own personal development and learning
8.	Follow Health and Safety protocols to ensure the safety of yourself, colleagues and individuals with who you work

Aspire Core Values	
Demonstrate a commitment to Aspire Core Values	Each person has the right to receive respect for, and consideration of, their own individual qualities and diverse backgrounds – social, cultural, ethnic and religious.
	Each individual shares the same universal needs for somewhere to live, to have meaningful relationships and purposeful activities.
	We are committed to working in partnership alongside individuals, assisting them to maintain any existing positive and supportive relationships with family and friends and increase opportunities for establishing new ones.
	Each individual has the right to lead a full, socially valued and inter-dependent life within his or her community. This includes the right to employment opportunities.
	We believe in encouraging individuals to gain confidence, self-respect and practical skills in maintaining a healthy and safe lifestyle to enable them to take as much control over their lives as possible, including real decision-making powers in shaping the services provided in respect of them.
	We recognise the importance of providing flexible support services which evolve in accordance with the changing needs and aspirations of individuals.
	Each person has the right to receive respect for, and consideration of, their own individual qualities and diverse backgrounds – social, cultural, ethnic and religious.
	Each individual shares the same universal needs for somewhere to live, to have meaningful relationships and purposeful activities.

Core Competencies of the Role	
<p>Outcome Focussed</p> <p><i>Maximises personal contribution to the agreed outcomes for the people we support.</i></p>	<p>Building Relationships</p> <p><i>Works and acts effectively to build quality relationships for the services and individuals we support.</i></p>
<p>Communication</p> <p><i>Maximises opportunities for effective and accurate communication and demonstrates excellence in communication.</i></p>	<p>Personal Integrity</p> <p><i>Matches words with actions to build trust and respect and leads by example.</i></p>
<p>Drive</p> <p><i>Strives to achieve results through determination, quality and commitment. Keeping things going when things are difficult.</i></p>	<p>Developing Self & Others</p> <p><i>Promotes an environment in which self and others are motivated and inspired to learn, develop and share knowledge.</i></p>



Job Description & Person Specification

This job description is not exhaustive and I understand that from time to time I may be required to undertake additional duties as reasonably requested by my manager. I understand and agree to work to the terms as indicated on this job description

Name (Print)..... Signature..... Date.....

Please return a signed copy of this job description to the HR section for your personal file.

Person Specification

Qualities	
Essential	A sound value base in respect of the rights of vulnerable people to live ordinary lives
	A commitment to individuals being at the centre of decision-making as far as possible.
	Treat individuals with dignity and respect.
	To be creative and positively focused on solutions rather than problems
	To be highly flexible, providing the service that the individual wants and needs and provided at the times and places required.
	Commitment to working with individuals and as part of a team.
	Recognition of what local communities have to offer.
	Willingness to develop self and others.
	A common sense, down to earth approach.

Education / Qualifications	
Must work towards	SVQ level III in Social Care and meet requirement for SSSC registration as a Worker when the registration opens.

Experience / Skills / Knowledge	
Essential	Excellent communications skills.
	To be able to support people in leading ordinary lives.
	Ability to follow instruction from care plans.
	An ability to interact with a wide range of individuals and groups.
	Competent listener.
	Good motivational skills.
	Ability to work on own or as part of a team.
	Ability to plan and organise own workload.
	An understanding of the need to follow Health and Safety guidelines.
Desirable	Experience of supporting individuals.
	Awareness of community resources
	Basic IT Skills

Other Essential Requirements	Able to use public transport and willing to achieve a full driving licence with access to a vehicle insured for business use Participation in Aspire's local On-Call duty rota arrangements
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