JOB DESCRIPTION

DAY SUPPORT SERVICES FOR PEOPLE WITH LEARNING DISABILITIES

POST: Day Care Worker

LOCATIONS: Edgcumbe TRC, Everton Day Centre, Fallswater Day Centre, Fortwilliam Day Centre, Mica Drive Day Centre, Mount Oriel Day Centre, Orchardville TRC, Suffolk Day Centre, Community Day Services North, Community Day Services West, Give it a Go, ETC Club, Junction Club & Skyways Club

GRADE: Band 3

REPORTS TO: The Management Team

RESPONSIBLE TO: Director of Adult Social & Primary Care

JOB SUMMARY:

The Service provides Day Support for people aged 18 years plus with learning disabilities, living in the Belfast Health & Social Care Trust area. These adults may have additional mental health, sensory, complex health care needs, physical disabilities and/or behaviours which challenge.

This service incorporates training, development and if appropriate, direct care for people with learning disabilities which is either provided within a Centre or facilitated in the Community.

The Service recognises that people with learning disabilities are:-

- First and foremost citizens and entitled to the same chances and choices as everyone else
- Have the same equality of opportunity to access and participate in further education, training, employment, leisure and recreational activities as any other citizen

The Service also provides respite, advice and support to the parents and carers of people with learning disabilities.

Belfast Health & Social Care Trust has a policy of risk awareness for all employees. Employees are expected to contribute to the identification, assessment and management of risks in all aspects of service delivery. This may involve working with individuals with learning disabilities whose behaviours may include verbal and/or physical abuse directed towards themselves, other service users, staff or property. Potential employees should be aware of the problems which can arise, at times when working alone and should be confident of their ability to cope in such circumstances whilst understanding the needs of people with learning disabilities. Given this you should have an understanding of people with learning disabilities who challenge and should consider your application carefully if you think that working in such an
environment would present you with particular problems.

Main Duties/Responsibilities

- Work as a member of a team or alone under the supervision of the Day Care Worker Band 5 and the Management Team in the provision of one to one support and group programmes for individuals with severe learning disabilities.

- Participate in a formal programme of Corporate and Personal Induction. You may be asked to assist in the induction of new staff and provide support to placements e.g. Student Nurses, Student Social Workers, Volunteers, etc.

- Participate in learning and development opportunities organised by both the Trust and other Agencies and manage a personal record of same.

- Participate in a formal and informal programme of supervision with the Day Care Worker Band 5s and the Management Team, and participate in the Trust’s process for drawing up your own Personal Development Plan.

- Assist in meeting the complex support needs of individual people with learning disabilities. This may include all aspects of intimate and personal care, assistance with eating and drinking, (including enteral feeding), administration of oxygen, suction and administration of medication.

- To assist people with learning disabilities with a flexible transport service throughout the day.

- Contribute to the promotion of people with learning disabilities’ advocacy skills, ensuring that people with learning disabilities fully participate in the running of the Service and in all consultation processes.

- Assist in the assessment, planning and implementation and record progress etc of individual and group packages of support designed to enhance and maximise the capabilities and independence of the individual.

- In the absence of the Day Care Worker Band 5, maintain ongoing individual and group timetables and communicate with parents and carers as necessary.

- Contribute to meetings regarding individuals with learning disabilities and the general service as required. Participate in the preparation of Planning Meetings for people with learning disabilities.

- To work as required throughout Day Support Services with people with learning disabilities within the Trust.

- Participate in strategic planning initiatives and contribute to the development of services.

- Contribute to the maintenance of records, including electronic records, required by the Trust.

- Ensure that all legislation, policies and procedures and strategies are appropriately implemented and adhered to at all times.
General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust’s Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in service provision.
- Maintain high standards of personal accountability.
- Comply with all DHSSPS Standards.
- Comply with all Statutory Regulations and Codes of Practice.
- Be eligible to be registered with the Northern Ireland Social Care Council.

Records Management

Used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation
to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately ie cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Clause:
This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust
PERSONNEL SPECIFICATION

POST: Day Care Worker
GRADE: Band 3
RESPONSIBLE TO: Director of Adult Social & Primary Care
REPORTS TO: The Management Team

ESSENTIAL CRITERIA:

NVQ 2 or equivalent or higher in a Care related subject and 1 year’s paid experience working with adults in a social care role, plus GCSE in English Language.

or

4 GCSEs at Grade C or above including English Language or equivalent/higher qualification and 18 months paid experience working with adults in a social care role.

or

Two years paid experience working in a social care role, 6 months of which must be working directly with adults with learning disabilities.

and

Good communication skills.

Sensitivity and a person centred approach to the needs of adults with learning disabilities and their carers.

Personal flexibility and ability to work as a member of a team.

Understanding and experience of behaviours which challenge.

Evidence of a good work attendance record.

Candidates must be eligible to be registered with the Northern Ireland Social Care Council

DESIABLE CRITERIA:

Ability to contribute creatively to the development of services for adults with learning disabilities and their carers.

Computer Skills.
A driving licence is not an essential criteria however it is an essential requirement for some posts, such as Community Day Services. If these posts become available and you do not possess a UK driving licence and have access to a car then you will not be considered for this specific post.

NOTE:
Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non appointment.