

NORSACA ADULT SERVICES

JOB DESCRIPTION

Grade:		Job Title:	Casual Relief
Department:	Day Team	Accountable to:	Tutor, Day Support Worker, Day Team Manager

Purpose of the Post:

To provide a professional care service to service users.

To promote the development of the individual's full potential.

Duties and Responsibilities:

1. To ensure that high standards of professional care and practices for service users are established and maintained, including appropriate attention to their physical, cultural, social, educational, recreational and emotional needs.
2. To provide personal care for the service users on a day to day basis.
3. To be flexible in responding to service need by undertaking shifts at short notice.
4. To promote effective communication within the day service staff team, between service users and staff and between residential and day care staff, to ensure that continuity of care is maintained.
5. To participate and contribute to staff training and development programmes as and when required.
6. To help maintain and update service users records.
7. To assist in fostering, development and maintaining contacts within the local community.
8. To assist as necessary in the overall running of the service and to provide assistance to other groups when necessary.
9. To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post.

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PERSON SPECIFICATION

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Department:	DayTeam	Accountable to:	Tutor, Day Support Worker, Day Team Manager

Personal Skills / Characteristics	Essential	Desirable	Method of Assessment	Short Listing Criteria
<u>1. Experience</u> 1.1 Experience of working with people with learning disabilities or autism		✓		
<u>2. Qualifications and Training</u> 2.1 Relevant qualification, e.g. NVQ Level II Health & Social Care		✓		
<u>3. Special Skills and Knowledge</u> 3.1 Good communication skills: (i) Verbal (ii) Written 3.2 Knowledge of IPP 3.3 Understanding of Autism 3.4 Domestic skills: housekeeping, health eating, cooking, finance 3.5 Understanding of Equal Opportunities Policy 3.6 Awareness of Health & Safety Legislation 3.6 Knowledge of medication 3.7 Knowledge of basic first aid	✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓		
<u>4. Personal Qualities</u> 4.1 Commitment to undertake further training 4.2 Commitment to young people with autism, taking up their right in the community 4.3 A hobby or interest to share with others 4.4 Full current driving licence 4.5 Ability to work as part of a team 4.6 Ability to work irregular hours at short notice 4.7 Ability to fulfill all aspects of job description	✓ ✓ ✓ ✓ ✓ ✓	 ✓		

The postholder will be required to undergo an Enhanced Criminal Records Bureau Disclosure.

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

SHORT LISTING PANEL:

KEY:	AF = Application Form	CQ = Certificate of Qualification	I = Interview	R = References
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Interview Offered: YES NO