

## Job Description

<b>Directorate:</b>		<b>Social Services</b>	
<b>Service Area &amp; Section:</b>		Adult Services	
<b>Unit Manager:</b>		Lucy Holt	
<b>Post Title:</b>		Community Care Assistant	
<b>Job Family &amp; Role Profile:</b>		SCW 30A	
<b>Post No:</b>	SS.72691	<b>Grade</b>	Grade 5 SCP 17

<b>Summary of Role</b>	
<b>Reporting to:</b>	Unit Manager
<b>Purpose of the Post:</b>	To function as part of a multi-disciplinary team of health and social care staff providing a high standard of care and support to enable people to live as independently as possible within their own homes.
<b>The post holder is responsible for the following:</b>	<p>Assisting with and encouraging the independence of:</p> <ol style="list-style-type: none"> <li>1. Personal care of Service User(s) - washing, toileting, emptying commodes.</li> <li>2. Preparation and serving of food.</li> <li>3. Cleaning of designated areas.</li> <li>4. Laundry including use of domestic laundry equipment.</li> <li>5. To complete any records and paperwork accurately and punctually as prescribed by the Authority.</li> <li>6. To act as first point of contact between Service Users and Social Services Department and report on Service Users' physical, mental and social health and wellbeing.</li> <li>7. Encouraging independence and aiding reablement.</li> <li>8. Social and emotional support to Service Users, families and carers.</li> <li>9. The appropriate use of provided protective equipment.</li> <li>10. Administration of medication.</li> </ol>
<p><b>Job Working Circumstances</b></p> <p>The post holder will be</p>	<p>The post holder will be expected to:</p> <ol style="list-style-type: none"> <li>1. Expected to work in a flexible manner across tasks and all locations across the City and County of Swansea.</li> <li>2. Expected to deal with sensitive/emotive issues, challenging behaviour and difficult situations.</li> <li>3. May be required to provide assistance at times of major incidents and local emergencies in accordance with the Social Services Emergency Plan.</li> <li>4. Expected to undertake manual handling and manoeuvring of service users relating to their care or transit (e.g. wheelchair users)</li> <li>5. Assist service users in a protected setting e.g. into or out of a</li> </ol>

vehicle. E.g. pool car, service user's relative car. (not staffs own vehicle).

6. Required to work in an unpredictable work environment – will involve visiting people in their homes.
7. Will involve isolated working outside core hours.
8. Will involve providing intimate personal care.
9. Will involve basic routine medical care. E.g. emptying catheters, stoma care, reporting, recording and monitoring of wound care.
10. Will involve working within a residential and day care environment in line with business continuity plans (emergency situations).
11. Will work with clients and client groups and which may include vulnerable users.

## Person Specification

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Role Criteria No.1	Education, Qualifications & Training
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. NVQ/QCF at level 2 in Care / Health &amp; Social Care or equivalent or be willing to work towards a relevant qualification.</li> <li>2. To undertake any relevant training required for the role.</li> <li>3. To register with the Care Council for Wales by 2020 in line with Care Inspectorate of Wales (CIW).</li> </ol>
<b>Desirable</b>	Relevant training in the field of care.
<b>Evidence</b>	All certificates to be provided at interview for validation.
Role Criteria No.2	Skills /Technical / Professional Competence
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Must be able to support and assist with service users needs and respect their preferences.</li> <li>2. Must be able to present information verbally and in written form in a clear and meaningful way.</li> <li>3. Must keep accurate and confidential records to ensure continuity of care for the service users and in line with Data Protection procedures.</li> <li>4. Must be able to maintain links with other professionals, relatives and carers.</li> <li>5. Must manage own time effectively.</li> <li>6. Must be able to carry out all aspects of manual handling required for the post.</li> <li>7. To follow policy and procedures within the City and County of Swansea.</li> <li>8. Must be able to participate as full members of the staff team i.e. attend staff meetings, training days etc. as required.</li> <li>9. Must be able to assess, create, amend and contribute to paperwork and risk assessments.</li> <li>10. Must be able to use service technology effectively i.e Smart Phone.</li> <li>11. Must have a sensible and economical approach when choosing routes to clients homes.</li> <li>12. Duties maybe allocated from time to time which are appropriate to the grade and post.</li> </ol>
<b>Desirable</b>	
<b>Evidence</b>	Valid certification and/or registration/CPD.

<b>Role Criteria No.3</b>	<b>Experience</b>
<b>Essential</b>	<p>Experience of working with vulnerable adults (professionally or voluntary).</p> <ol style="list-style-type: none"> <li>1. Providing direct care and support to people within their own home.</li> <li>2. Providing a high level of personal care in the community, residential care or hospital environment.</li> <li>3. Knowledge of Health and Safety legislation regarding the provision of Care in the Community.</li> <li>4. Use of equipment involved in the manual handling and transfer of people.</li> <li>5. Working within CSSIW standards.</li> <li>6. Core skills or equivalent experience of providing care to a support / care / welfare plan or equivalent experience/skills.</li> </ol>
<b>Evidence</b>	At interview, then in post.
<b>Role Criteria No.4</b>	<b>Competencies &amp; Abilities</b>
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. To work as part of a team.</li> <li>2. Good communication and listening skills.</li> <li>3. To complete paperwork accurately and punctually.</li> <li>4. To carry out instruction as directed by Unit Management team.</li> <li>5. To respond to emergency situations appropriately.</li> <li>6. To have an awareness of and the ability to respond to the changing needs of Service Users.</li> <li>7. To be self-motivated and use own initiative as required.</li> <li>8. To be able to work under pressure.</li> <li>9. To have an understanding and commitment to non-discriminatory practice and respect confidentiality.</li> <li>10. Basic preparation of food when required.</li> <li>11. Positive attitude towards 'reablement'.</li> <li>12. To promote the reablement service by providing a high quality standard of care in line with the National Minimum Standards for Domiciliary Care.</li> <li>13. To understand the importance of and use specialised equipment appropriately in regards to pressure areas and wound care.</li> </ol>
<b>Desirable</b>	
<b>Evidence</b>	At interview, then in post.
<b>Role Criteria No.5</b>	<b>Commitment to Equal Opportunities</b>
<b>Essential</b>	<p>Candidates will demonstrate that all activities are undertaken in accordance with the Equalities Act 2010 and Swansea Council's Equal Opportunities Policy and Procedures.</p> <p>All employees and managers must be aware of the Equality Act so that it is considered in their work, where relevant, to ensure compliance with legislation.</p>
<b>Desirable</b>	
<b>Evidence</b>	At interview, then in post.

<b>Role Criteria No.6</b>	<b>Current Driving Licence</b>
<b>Essential</b>	Use of own car: Post holder must hold a full UK driving License Post holder must have use of own car with appropriate level of business insurance.
<b>Desirable</b>	
<b>Evidence</b>	Evidence the post holder is appropriately insured for business purposes to be provided annually.
<b>Role Criteria No. 7</b>	<b>Compulsory Requirements for Introducing Change and New Ways of Working</b>
<b>Essential</b>	1. Demonstrate commitment to the Council's new ways of working, providing a positive and supportive environment that initiates and enables innovative and sustainable working practices that deliver high quality services for our citizens. 2. Embrace change through actively and flexibly participating in and adapting to new ways of working with our citizens, as agreed through formal consultation with Trades Unions and HR Policies and procedures.
<b>Desirable</b>	
<b>Evidence</b>	At interview, then in post.
<b>Role Criteria No. 8</b>	<b>Other Requirement</b>
<b>Essential</b>	
<b>Desirable</b>	
<b>Evidence</b>	

<b>Health Surveillance and Monitoring:</b>	This post will require the post holder to take part in health surveillance and monitoring procedures.
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<b>Safeguarding:</b>	The Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
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<b>Welsh Language</b>			
The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this.			
<b>Assessment of Posts</b>			
All posts have to be assessed in respect of the Welsh Language requirements. The evidence of which has to be retained and available for (a) audit trail and (b) inclusion in annual report figures.			
<b>Requirements for this post</b> (See attached Welsh Language Skills Assessment)			
<b>Understanding</b>	Level: 1	<b>Speaking</b>	Level: 1
<b>Reading</b>	Level: 1	<b>Writing</b>	Level: 1
<b>Based on the above, requirement for this post is as follows:</b>			
<b>Essential</b>		<b>Desirable</b>	x
<b>To be learned</b>		<b>Not required</b>	

<b>Disclosure and Barring Service (DBS):</b>	<b>This post requires the postholder to have the level of DBS disclosure as indicated below:</b>		
	<b>Standard DBS Disclosure Application</b>	<b>Enhanced DBS Disclosure Application</b>	<b>No DBS Disclosure Application</b>
		x	

<b>Review/ Right to vary:</b>	This Person Specification is as currently applies and will be reviewed regularly according to the Employee Performance Management Review Policy and the Performance Development Review and Appraisal process. The Job and Person Specification may be subject to other Variance within the remit of the Role Profile.
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<b>Sign off</b>			
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<b>Line Manager:</b>		<b>Date:</b>	
<b>Post Holder:</b>		<b>Date:</b>	

## Welsh Language Skills Framework

Level 0			
No Welsh language requirement identified for the post – but all recruits should be aware of the corporate requirements of the Welsh language standards and completion of the Welsh language awareness course is advised.			
Understanding	Speaking	Reading	Writing
➤ No Welsh language requirement identified	➤ No Welsh language requirement identified	➤ No Welsh language requirement identified	➤ No Welsh language requirement identified
Level 1			
Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. Where someone lives; what they like doing. Can pass on a simple message or make a straightforward request, e.g. via e-mail.			
Understanding	Speaking	Reading	Writing
➤ Can understand simple personal information details; e.g. where someone lives, his/her name, who the person wishes to see	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the telephone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>
Level 2			
Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.			
Understanding	Speaking	Reading	Writing
<ul style="list-style-type: none"> <li>➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel in general</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange</li> </ul>	➤ Can read short message and certain letters or e-mails, e.g. Those which make a request or ask you to pass on a message	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>

	<p>relatively straightforward information</p> <ul style="list-style-type: none"> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>		
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**Level 3**

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

<b>Understanding</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
<ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or information Welsh as required.</li> </ul>

**Level 4**

Can usually follow most conversations or discussions, even on unfamiliar topics, unless the speaker has a strong or unfamiliar accent. Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. In meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of a dictionary and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

<b>Understanding</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
<ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of an editor or electronic aid.</li> </ul>



<ul style="list-style-type: none"> <li>➤ Can understand differences in register and dialect.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand novels and other texts, unless written in a very formal or colloquial form.</li> </ul>	
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**Level 5**

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in details, adapting the language to suit the audience.

<b>Understanding</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
<ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>

## **Disclosure and Barring Service (DBS) Disclosure Checks**

The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

The DBS enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults.

The DBS can issue 5 levels of Disclosure Certificates, depending on the position applied for, namely Standard, Enhanced, Enhanced with ISA check (children), Enhanced with ISA check (adults) and Enhanced with ISA check (children and adults)

Prospective applicants should be aware that before any offer of appointment is confirmed the successful candidate will be required to complete an online application form for the appropriate level of disclosure. Proof of the successful candidate's identity will also be required in the form of the following: Passport, Driving Licence, Birth Certificate and Utility Bills.

The Authority actively promotes equality of opportunity for all existing employees and prospective applicants. Candidates are selected on the basis of skill, qualifications and experience, and their match against the Person Specification. A criminal record will not necessarily bar applicants from working with the Authority. It will depend on the nature of the position and the circumstances and background of the offence.

The Authority has a written Policy on the Recruitment of Ex-offenders, which complies with the DBS Code of Practice, and undertakes to treat all applicants fairly.

The following information is available from the Employee Services Helpdesk, Room 323, The Guildhall, SWANSEA SA1 4PE; Telephone 01792 636098, email [employee.serviceshelpdesk@swansea.gov.uk](mailto:employee.serviceshelpdesk@swansea.gov.uk).

- DBS's Code of Practice;
- Authority's Policy on the Security of Confidential Disclosure information;
- Information on the Rehabilitation of Offenders Act 1974

Further information about the Disclosure Scheme is available at [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/).



## Corporate Plan 2017 - 2022

Delivering a successful and sustainable Swansea

### Our ambitions and commitments to residents – our well-being objectives

We have prioritised five well-being objectives. These are:

- Safeguarding people from harm
- Improving education and skills
- Transforming our economy and infrastructure
- Tackling poverty
- Transformation and future council development

### Our Values

Our plans will be built on three clear values which will guide the way that we work, how we develop as an organisation and our decision making through the years ahead.

- **People Focus**  
We will focus on community needs and outcomes and on improving the lives of the people who live and work in Swansea. We will also respect, value and support our employees and demonstrate the highest standards of integrity.
- **Working Together**  
We will promote a whole partnership approach, working across services to maximise resources and knowledge and joining forces with others outside the Council to ensure we prioritise our resources and get the best for our communities.
- **Innovation**  
We will promote and support a culture of innovation. We will think and work differently to improve our ability to deliver and to meet the financial, demographic and societal challenges we face. We will share learning across the Council, as part of our Innovation Programme.