

CARERS TRUST MID YORKSHIRE APPLICATION FOR EMPLOYMENT

SUPPORT WORKERS

Dear Applicant

Carers Trust Mid Yorkshire has been operating for 30 years, we were formerly known as Crossroads Care in Mid Yorkshire. We provide care services for carers and to people with care needs.

Carers devote their time to caring for a family member often at the expense of their own health. It is vitally important that they can have a break to enable them to continue to care. Carers Trust Mid Yorkshire Support Workers replace the Carer, undertaking all the tasks that they would normally do, so that the Carer can have a well-earned rest.

In addition we provide an enabling service to people with care needs, assisting them with support either in the home or in the community. This may include daily personal care or accompanying them to access activities.

We deliver services at times best suited to our clients, this can be during the day, in the evening, overnight or at weekends. We may give a block of care once each week for carer respite or visit daily, every morning and every evening to manage personal care. Therefore, all staff must be prepared to work flexibly to meet the needs of the Carers/people with care needs. **Without exception all staff must work some unsocial hours and undertake respite care visits and shorter personal care visits to accommodate carer/client needs.** The actual number of hours of work will be negotiated with successful applicants. However, once hours are negotiated, all Support Workers will have a regular set pattern of work as they visit the same families each week (at the same time), to give continuity and to enable relationships to be built.

Your own transport is desirable and you must be available to work at least *16+ hours a week (*Where available, these hours are not guaranteed)

Clients may be any age and they will have very different disabilities. Support Workers will receive all the training they need to provide an excellent service for all their clients. All staff employed will have to undertake training and to have or complete a Diploma in Care**.

The current rates of pay competitive and we also pay mileage.

This is a unique opportunity for the right people to become part of a team providing a valuable and worthwhile service to Carers and people with care needs. If you feel that you have the right attitude and abilities to become a Support Worker then we want to hear from you.

Please return you application form ASAP.

Please complete your application carefully. You must detail a full work history, explaining any gaps in your employment record.

Yours sincerely



Sandra Phillips
Chief Executive

**or equivalent

JOB DESCRIPTION

1 TITLE: Carer Support Worker

- 1.1 Employed by: Carers Trust Mid Yorkshire
- 1.2 Responsible to: Chief Executive/Care Manager

2 OVERALL PURPOSE OF POST

To provide support and assistance to carers and people with care needs. This will involve the provision of personal and social care, respecting confidentiality at all times within an equal opportunities framework.

3 PRINCIPAL DUTIES AND RESPONSIBILITIES

- 3.1 To undertake the tasks specified in the care plan which may include the following personal and social care tasks:
 - bathing in bed/bathroom/chair to include all aspects of personal hygiene
 - assistance with management of continence of bladder and bowel
 - assistance with dressing and undressing
 - assistance with mobility and transfers
 - assistance with feeding
 - administration of medication
 - assistance with therapeutic programmes for rehabilitation and development as agreed with appropriate clinical professionals
 - ensuring a safe environment for those who need constant supervision and help in accordance with Carers Trust policies, e.g. Health and Safety Policy and Challenging Behaviour Policy
 - supporting the person with a disability outside their home
 - assistance with getting up and going to bed
 - assistance with appliances (hearing aids, spectacles, artificial limbs, leg calipers)
 - care of skin and hair, including assistance with shaving
 - care of pressure areas and prevention of sores
 - care of mouth and teeth, including dentures
 - summoning emergency services if necessary
 - provision of emotional support to the person with care needs and their carer(s) as part of the caring team
 - domestic duties that are part of the care package: (this list is not exhaustive),
 - making and changing the bed of the person with care needs
 - cleaning and laundry
 - shopping
 - preparing meals and washing up.
- 3.2 To undertake other specialised care tasks as agreed in the care plan and after appropriate training.
- 3.3 To maintain accurate records as directed by the Care Manager and carry out any administrative tasks as required, e.g. time-sheets, care plan records
- 3.4 To act in accordance with Carers Trust policies and procedures, and standards.
- 3.5 To treat all carers and people with care needs with respect and sensitivity, recognising the need for confidentiality at all times.
- 3.6 To participate in supervision, appraisal and training sessions to ensure that standards are constantly maintained.
- 3.7 To work as part of a team, supporting colleagues and providing a flexible service.
- 3.8 To respect the personal choice of lifestyles of colleagues, carers and people with care needs, ensuring that equal opportunities principles are applied at all times.

Tel: 01484 537036 e: info@carerstrustmidyorkshire.org.uk

**Carers Trust Mid Yorkshire
Job Specification – Carer Support Worker**

Attributes	Essential	Desirable
<u>Values and Attitudes</u>	1. Respect for Carers and people with disabilities 2. An understanding of equal opportunities and a non-discriminatory approach 3. Respect for confidentiality and sensitivity to a clients privacy 4. A flexible attitude to work 5. Resourcefulness and ability to cope in emergencies 6. Willingness to undertake training and qualifications as required.	1. Ability to empathize but not get too involved 2. Ability to work as part of a team and to be supportive to work colleagues 3. L2 Diploma in Health and Social care/Childcare (or equivalent NVQ, BTEC...)
Skills	7. Good communication skills 8. Ability to undertake a range of personal care tasks 9. Ability to undertake a range of domestic duties 10. Observation and recording skills 11. Ability to undertake movement and transfers of the clients (with appropriate training)	4. Experience working in care 5. Experience of the practical aspects of care work 6. Listening skills
Knowledge	12. An understanding of the needs of Carers 13. An understanding of the needs of people with disabilities	7. Knowledge of the Social Care Sector
Other	14. Physically fit 15. Car or other form of personal transport with business insurance 16. Willingness to undertake DBS checks.	