

Lancashire County Council

Role Profile

Grade Profile - Foundation Living Wage (FLW) – Support Roles

Applies to **all** posts at Foundation Living Wage (FLW)

Purpose
To carry out a range of tasks in support of, or the delivery of, the service.
Scope of Work
Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.
Accountabilities/Responsibilities
<p>The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.</p> <ul style="list-style-type: none">• Observes personal duty of care in relation to service users or equipment or resources used in the course of work.• Role holders may be required to make minor decisions by selecting from a choice of options or by identifying straightforward solutions to simple problems.• Role holders may be required to determine the sequence and timing of own job or that of others.• Personal care tasks, such as bathing, toileting and feeding clients or accompanying passengers who have known medical and / or behavioural conditions.
Skills, Knowledge and Experience
<ul style="list-style-type: none">• Role holders will either need previous relevant experience or specific training in the job tasks.• In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.
Performance Indicators
Completion of tasks to required standards and deadlines.

Lancashire County Council

Operational Context Form

Job Description

Post title:	Day Care Assistant				
Directorate:	Lancashire County Care Services	Location:	All Locations		
Establishment or team:	Day Care Services	Post number:	All Post Numbers		
Grade:	Foundation Living Wage (FLW)	Staff Responsibility:	No	Essential Car user	No

Scope of Work:

The core value of Lancashire County Care Services DSO is to promote Dignity In Care, independence, and respect whilst providing high quality and competitive residential and day care for older people, and Assessment and Reablement services for the community. The organisation aims to be the first-choice provider of care services in the Lancashire area.

The purpose of this job is to provide personal care and general support to older people and people with dementia who need long term residential care.

Accountabilities/Responsibilities:

1. Carrying out personal care tasks, e.g., bathing, toileting and feeding clients, including those with special needs arising from physical or mental deterioration.
2. Promoting independence by undertaking social duties, motivating clients and helping them to maintain social skills either on a one-to-one or group basis.
3. Assisting in the creation of a supportive atmosphere where clients can achieve maximum independence.
4. Duties may include co-operating with domestic staff as required to meet the personal needs of clients.
5. Contributing to the records and reports kept within the establishment, including individual care plans, and carrying out key worker duties.
6. Escorting clients outside of the Day Centre as required, e.g. to hospital, opticians, etc.
7. Attending relevant training courses as agreed with the Day Centre Manager.
8. Assisting the Day Centre Manager by acting in a general supervisory capacity with students and volunteers etc.
9. Assisting in the dining area by setting tables and serving and clearing meals.
10. Attending review meetings and participating in team meetings as required.

Prepared by:	Liz Wilde	Date:	01/04/2016
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The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council

Person specification			
Post title:	Day Care Assistant	Grade:	Foundation Living Wage (FLW)
Directorate:	Lancashire County Care Services	Post number:	All Post Numbers
Establishment or team:	Day Care Services		
Requirements		Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications			
Care qualification to NVQ Level 2 or equivalent		D	Certificate
Experience			
Experience of caring for elderly persons		D	AF, I
Ability to promote and participate in recreational activities		D	AF, I
Experience of working with elderly people with mental disability		D	AF, I
Knowledge and skills			
Good oral and written communication skills		D	AF, I
Knowledge of First Aid		D	AF, I
Ability to work as part of a team		D	AF, I
Ability to use own initiative		D	AF, I
Awareness of Health & Safety requirements		D	AF, I
Good working knowledge of the cultures and religions of the local community		D	AF, I
Ability to demonstrate an understanding of positive care approaches in supporting older people in a day care setting		D	AF, I
Ability to liaise with other health care and social work professionals		D	AF, I
Knowledge and understanding of elderly mental disability		D	AF, I
Other (including special requirements)			
Commitment to equality and diversity		E	I
Commitment to health and safety		E	I
Commitment to attendance at work		E	I
Flexible working hours on a 5-day rota		E	I
A degree of domestic work involved		E	I
Occasional escort duties		E	I
Willingness to undertake training		E	I

Display the LCC values and behaviours at all times and actively promote them in others	E	I
This post is subject to enhanced DBS clearance.		
Date:	01/04/2016	
Note: We will always consider your references before confirming a job offer in writing.		

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

CONFIDENTIAL

Team/Establishment:	Day Care Service		
Post Title:	Day Care Assistant		
Description of main activities the employee will be required to undertake (or attach role profile)			
Form completed by: (print name)	Liz Wilde		
Telephone Number:	07887 831031	Date:	01/04/2016

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g., over 2m from tall step/extension ladders; scaffold towers, roof work etc.</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g., where access or egress or free flow of air may be restricted or where there may be a build-up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g., chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (e.g. some paints).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g., at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Headteacher/Line Manager (please print)	Liz Wilde		
Team/Establishment:	Day Care Services		
Telephone Number:	07887 831031	Date:	01/04/2016

V1.1

02/08/2010