



## **Care Assistant (Days) - Shearwater**

**Salary: Band 4, £23,152 - £24,362 pa, pro rata plus a 17% shift allowance if applicable.**

**We currently have a number of positions available:**

**Rotas typically are a mixture of:**

Early shift - 07:30 - 14:30

Late shift - 14:30 - 21:30

Shifts include a 30-minute unpaid break.

Sunday and bank holiday working may apply.

**Please indicate on your application the number of hours you would be able to work. Minimum hours per week - 19.5**

### **The Service**

Portsmouth is a vibrant university city, with a rich maritime history on the South coast enjoying excellent transport links to the rest of the country.

Shearwater is in the Milton area of Portsmouth and is a purpose built 40 bed dementia residential home, which opened in August 2009. The accommodation is spread over 2 floors in units of 20 per floor. All bedrooms have a private ensuite with a shower. The home also has a good-sized garden for residents to enjoy.

We currently have around 100 staff working different roles and different shifts throughout the home.

The second floor is currently not occupied and is being used for the council's contingency plan an activity area for residents.

Our philosophy is to encourage independence, though we recognise severe dementia may require residential care. We promote well-being through person centred activities and supporting diversity.

### **What is the purpose of Adult Social care from a service user perspective?**

Help me, when I need it, to live the life I want to live.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

### **What is the role?**

Using a person-centred approach, you will look after the physical, emotional, cultural, and social needs of service users. This will include personal care, assisting clients at mealtimes and all aspects of daily living.

You will be providing person centred care in the form of social activities which promotes the service users mental health and wellbeing and improves their quality of life.



You will be a keyworker to specific service users, taking responsibility to ensure information about their health is recorded using electronic care planning (Nourish) and communicating this information to the team leaders. This is a legal requirement under the Care Quality Commission CQC and is designed to meet our fundamental standards so resident's individual needs are met, and care plans can be kept up to date with this information.

It will be your responsibility to monitor service users' health and well-being and ensure you have recorded all information on Nourish, reporting any concerns to the team leader within the appropriate timeframe according to the concern.

You will look after the needs of a diverse group of service users with a wide range of care needs, including challenging behaviour.

For this role you will need to be able to undertake person moving and handling duties.

There will also be the need for light food preparation and light cleaning tasks to ensure the environment remains clean in line with infection control guidance.

Within the scope of your role, you will ensure the environment is kept free from hazards and report any Health & Safety concerns to the team leader.

### **Who is the person?**

You need to have:

1. The ability to converse at ease with service users with cognitive impairment and provide advice in accurate spoken English is essential.
2. Have patience and empathy, with an understanding of the needs of people with different types of dementia and physical disabilities.
3. Experience in a caring role as a formal paid or unpaid carer.
4. An understanding of the importance of service users dignity, privacy and choice, and applying this in practice.
5. The ability to be flexible and adaptable, able to work in a team as well as being able to work independently.
6. Be able to use your own initiative and make decisions, always ensuring the safest outcome possible.
7. Have good communication, observation, interpersonal and written skills.
8. Computer skills will be required to enable you to update care plans electronically and use e-learning.
9. An understanding of the cultural and linguistic needs of people from a diverse range of backgrounds.
10. You will be required to take part in training and development which will contribute towards your framework and study for QCF at level 2 / 3 (or equivalent) in Social Care and undertake learning to complete the Care Certificate (previously CIS) within your probation period.
11. The ability to deal with emergencies in a confident and calm manner.



12. An understanding of the principles and practice of client confidentiality and Data Protection.

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk', and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

**Additional information:**

**How to apply:** Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the Job Profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had. This is important or you are likely not to be shortlisted. Please read alongside the 'How to apply' on the careers page. **Please do not just submit a CV.**

**General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....



**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**