

JOB DESCRIPTION

***Please note that as a relief worker you may not be asked to complete all of the duties associated with the role, dependent upon the terms and duration of being engaged to work and the requirements of the service**

Post Title	Relief Promoting Independence Assistant
Directorate and Section/Unit:	People Directorate/Reablement
Scale / Grade:	Scale 3 – SCP 5
Reporting to:	Team Supervisor
Responsible for:	N/A

Main purpose of job:

To work as part of a multidisciplinary team including Physiotherapists, Occupational Therapists, and TL to provide a Urgent Promoting Independence service for service users and to promote the philosophy of 'ordinary life' and independent living according to the wishes of the service user.

To encourage service users, relatives and carers and significant others to contribute to every aspect of the Urgent Promoting independence process to ensure that individuals are enabled to make decisions about their own lives and to make a contribution to the development of services in general.

Responsibilities, duties and tasks:

1. To work directly with service users with illness/ disabilities to promote their independence, health/ wellbeing; choice and control and quality of life in line with their individual aspirations and desired outcomes.
2. To undertake initial (including emergency) and ongoing visits to service users in the community between the hours of 6.30am and 11pm, 7 days per week in accordance with a rota system.
3. To provide service users with varying needs/ dependency levels with direct care/ support to increase their Independence, confidence and/or safety with activities of living such as getting in/out of bed, washing/bathing, preparing meals, managing incontinence, walking in/outdoors, ascending/descending stairs, laundry, shopping, attending a leisure/ social activity.
4. To provide short-term assistance with e.g. essential cleaning, collecting food shopping/ benefits if the service user / carer/s are unable to, until alternative support is set up.
5. To provide support in a way that helps people 'to do' rather than 'doing to or for' people. Initially hands-on assistance may be required, but Urgent Promoting Independence Assistants will be expected to stand back, observe, problem solve and encourage the service user to do as much for themselves as possible (where appropriate). Assistance should be given in a way that eventually service users can manage with/without identified support.
6. To follow Therapy-prescribed programmes of support such as:
 - Delivering, fitting and demonstrating the use of adaptive items of equipment
 - Supervising service users complete a variety of exercises and walking practice
7. To routinely undertake clinical and therapeutic interventions over varying lengths of time under the direct supervision of and following the plan of care established by a qualified nurse or therapist
8. To follow a prescribed programme of low level health care tasks which are targeted on helping the service user eventually manage their own health care e.g. medication including eye/ ear drops, surgical stockings; continence management e.g. catheter/ stoma care, putting prostheses on.
9. To contribute to the continual reassessment of individual needs as part of a team approach. This includes:

- Attendance at regular team meetings to provide valuable feedback on service users' progress to help the team plan how to appropriately reduce/ withdraw levels of support and provide a forum for clinical supervision.
 - Providing regular feedback to team members by phone, in the house file notes and to each other to ensure excellent communication.
 - Take part in discharge planning meetings and actively participate in handover visits to other agencies/ personal assistants.
 - Consulting the appropriate member of the team whenever there is concern/ deterioration, significant change, unusual events, changes in social circumstances, suspicions of abuse.
 - Reading house notes before commencing any activity to gain important information about Service user abilities and progress.
 - To accurately record service user progress after each visit and electronically on Framework-I (when appropriate) in accordance with record keeping policy.
 - Contributing to the effective case management of service users by supporting therapists/ managers to liaise with other agencies, professionals on their behalf
10. To adhere to the service users' Urgent Promoting Independence plan, risk management plan, any specific instructions/ training provided, medication chart at all times.
 11. Undertake generic and manual handling risk assessments as and when required
 12. Write up medication administration charts, review and revise as appropriate, administer and record in line with medication policy
 13. To assist with preparing and distributing Service user information packs and house file notes
 14. To promote and implement relevant Health and Social Care policies, procedures, practices and principles including; Equal opportunity, anti-discriminatory and anti-oppressive practices and policies; Health and Safety at Work Act (including distribution of protective clothing/equipment); Food hygiene; Moving and Handling; First Aid awareness; Medication policy; Infection Control; Adult protection policy
 15. To receive and report complaints and to support with the investigations in accordance with the complaints procedure
 16. To assist in the development and training of new staff
 17. To attend regular team meetings and supervision and SRD's as required

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Planners, CSA's, Team Leaders, Therapists, Team Managers

External: Service users, Carers, District Nurses, GP's, Social Workers, Voluntary and Private organisations

Notes:

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: Kate Pike
Reviewed by : JF&PR

Date: 2/3/09
Date March 16

PERSON SPECIFICATION

Post Title: Relief Promoting Independence Assistant
Directorate/Division: People Directorate/Reablement
Scale / Grade: Scale 3 – SCP 5

QUALIFICATIONS/TRAINING:

It is **essential** that the postholder has:

- 5 GCSEs **or** equivalent NVQ2 qualifications **or** equivalent general knowledge, literacy and numeracy acquired from experience.

It is **desirable** that the postholder has:

- A vocational qualification - NVQ 2 in Care
- A professional qualification e.g. NVQ 3 in care
- Demonstrable evidence and commitment to life-long learning
- Completion of service courses in Health/ Social Care
- Completion of NVQ Assessor's course
- Training in Moving and Handling techniques
- Medication training
- Intermediate Skills Programme Training

EXPERIENCE/KNOWLEDGE:

It is **essential** that the postholder has:

- Demonstrable experience of working in a people facing environment
- Demonstrable awareness and understanding of service users' and carers' behavioural, physical, social and welfare needs

It is **desirable** that the postholder has:

- Awareness of Community Care legislation
- Demonstrable knowledge of Health & Safety legislation and Risk Awareness
- Demonstrable experience of working in a health or social care setting (ideally rehabilitation or intermediate care)
- Experience of one to one working
- Experience of community-based work
- Demonstrable experience of supporting people with personal care and domestic tasks
- A good understanding of the effect of disability / ageing process on the individual
- Some knowledge of adaptive equipment
- Some knowledge of medical conditions e.g. Stroke, Parkinson's Disease,

SKILLS AND ABILITIES:

It is **essential** that the postholder has:

- Ability to work unsupervised and prioritise own work
- Ability to work in a confidential manner
- Good communication skills, both written and verbal
- Good organisational and problem solving skills
- Good observational skills
- Patience and good listening skills
- Good interpersonal skills

- Is able to participate in Intermediate Skills Programme training

It is **desirable** that the postholder has:

- IT literacy
- Facilitation and monitoring of exercise programmes
- Health care skills e.g. catheter care
- Evidence of effective team working
- The ability to promote independence/ restore confidence
- Ability to follow a care plan and to work effectively with service users and carers
- Ability to cope with emotional or aggressive patients service users and carers
- Ability to write appropriate case notes and general correspondence
- Advocacy skills
- Ability to undertake general calculations
- Ability to teach practical skills
- Ability to maintain accurate records

ADDITIONAL FACTORS:

It is **essential** that the postholder has:

Commitment to person-centred care

Ability and willingness to work flexibly and unsocial hours

Forward thinking, motivated

Able to carry out moderate to intense physical effort throughout the working day

Ability to travel throughout relevant part of county and work alone

Ability to demonstrate a clear understanding of and commitment to equal opportunities

Understanding of professional conduct

It is **desirable** that the postholder has:

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