



JOB DESCRIPTION

Name of Post:	Community Care/Support Worker
Office Base:	Headway Shropshire, Oxon Business Park, Shrewsbury, Shropshire, SY3 5HJ. <i>(Working throughout the Shropshire & Telford area)</i>
Salary:	£7.50 per hour unqualified £8.34 per hour – Level 2 QCF/NVQ Health and Social Care (Adults) £8.50 per hour – Level 3 QCF/NVQ Health and Social Care (Adults)
Hours of work:	Full Time and Part Time positions available. Monday-Sunday inclusive. Flexible: Additional hours may be required.
Annual Leave:	28 days pro rata
Accountable to:	Registered Manager
Revision of Job	The Job Description can be reviewed following consultation between the post-holder and the Registered Manager
Job Summary:	<u>MUST be car owner/driver</u> To provide personal care and rehab support to people with an Acquired Brain Injury; to enable them to live within their own communities and to empower them to live as independently as possible. You will become part of the highly regarded ABICS (Acquired Brain Injury Care and Support) Team, which prides itself in providing a first class, personalised service for our clients.

Additional Information:

Excellent Annual Leave allowance
30p per mile. We pay mileage and travel time between clients.

Headway Park
Shropshire
Holworth Park
Oxon Business
Shrewsbury
Shropshire
SY3 5HJ

www.headwayshropshire.org.uk
Registered charity number
1100376
Company limited by guarantee



Shropshire County
Primary Care Trust



NHS
Telford and Wrekin



Main Duties

- To carry out individual programmes with clients based on clients' needs and strengths.
- To attend to clients' personal care needs as they arise.
- To assist with keeping clients homes clean.
- To maintain individual client records.
- To assist clients with daily living skills (cooking, cleaning, shopping, budgeting).
- To assist clients with mobility and exercise.
- To initiate activities with individual clients.
- To plan activities and provide structure and choices with clients
- To keep the ABICS Co-ordinator and Chief Executive fully informed of any issues arising for clients.
- To offer emotional support to clients.
- To identify risk and risk situations.
- To liaise with other organisations and agencies as necessary.

Additional Duties

- To contribute to review meetings about clients.
- Any other duties as reasonably required by the organisation.
- Undertake training as deemed necessary by the Chief Executive.

March 2016

Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Car owner/driver 	<ul style="list-style-type: none"> • First Aid qualification or willing to work towards. • NVQ II or III in Health & Social Care
Experience:	<ul style="list-style-type: none"> • Must be able to assist clients with personal care and mobility if required 	<ul style="list-style-type: none"> • Working with people with disabilities in either a professional or voluntary capacity.
Skills:	<ul style="list-style-type: none"> • Ability to communicate in a professional capacity and retain confidential information. 	<ul style="list-style-type: none"> • Ability to complete forms and reports.
Personal Qualities:	<ul style="list-style-type: none"> • Able to take initiative and to organise and motivate individuals and groups. • Able to work unsupervised. <ul style="list-style-type: none"> • Common Sense • Patient. • Must be able to organise themselves, especially with daily living skills (to enable clients to cook, wash, budget etc.). • Must be car owner / driver 	<ul style="list-style-type: none"> • Out-going personality. • Good social skills. • Sense of humour. • Good listener. • Competent literacy. • Caring nature.

Essential criteria will need to be evidenced before offer of employment.

Due to the nature of the work being with vulnerable adults any person appointed will be required to undergo a Disclosure and Barring Scheme enhanced check.

March 2016