

# Day Service Assistant

GRADE 6

## **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

## **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier, and more supported in their community

## **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

## **About the Service**

There are five building-based Complex Needs services situated across Staffordshire. The service has been developed to support people with profound learning and multiple disabilities or people with behaviour that severely challenges to take as much control of their lives, with support, as possible. The service works to support the individual to gain confidence, feel safe with the people who are working with them and to create a package of support that is based on a community inclusive outlook in their local area.

All posts within these services are subject to an enhanced DBS check

## Reporting Relationships

**Responsible to:** Senior Day Service Officer

**Responsible for:** NA

## Key Accountabilities:

This job description provides an indication of the main duties involved in supporting individuals across our settings but is not intended to be an exhaustive list of tasks and duties which will ultimately be determined by the requirements of the service.

- To attend to the personal care needs of the individual in line with the agreed care plan, respecting the person's dignity at all times. This will involve helping service users achieve individual objectives and will necessitate some moving/handling.
- To implement agreed elements of the Person-Centred Support Plan and ensure that individual outcomes are met.
- To contribute to the assessment and ongoing development and support of the individual by maintaining records as required which respect the individual.
- Under supervision to act as a Link Worker to a specified number of individuals. This will involve contributing to discussions on Individual Person-Centred Support Plans, attending relevant reviews and implementing agreed elements of plans.
- To promote social inclusion, working closely with partners to ensure full inclusion into the local community, using the building base only as an option where other appropriate community-based activities are not available.
- To work closely with families and carers in developing positive relationships and ensuring a co-operative approach to the achievement of outcomes.
- To assist and be proactive in the development of projects and activities undertaken by the service.
- To relate and work with people with learning disabilities and complex needs, including challenging behaviour and to be able to respond flexibly/effectively to their changing needs. This will include the need to achieve training requirements at MAPA level 3.
- To positively involve and empower people with learning disabilities in line with a "duty of care" and to create an atmosphere which is conducive to individuals reaching their full potential.
- To communicate with members of the team, actively participating in team/staff meetings and contributing to the development of a professional service.
- To assist in the administration of medication in line with Departmental Policy.
- To support individuals from home to the service or to individual activities each day and return, and to act as a Driver to cover annual leave and sickness where appropriate.

- To adhere to the requirements of Health and Safety and Risk Assessments, ensuring that the building and any equipment is in good order, and reporting any defects accordingly.
- To ensure service user's confidentiality, respect, privacy, and dignity is maintained at all times.
- To receive support/supervision in line with Departmental Policy including an Annual My Performance Review.
- If you have CQF in care, you will be required to demonstrate the necessary social care value base during your induction/probationary period. If you do not have CQF in care, it is a requirement that you will register/undertake and achieve this within 12 months of your appointment.
- To be prepared to work flexibly across the service taking into account individual circumstances and limitations.
- To undertake any other duties required by Management which are commensurate with the grading of the post.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• General educational attainment to Level 2, NVQ level 2 in a relevant subject or equivalent experience</li> <li>• Demonstrate a commitment to continuous professional development</li> <li>• Current driving license and access to a vehicle and/or proven ability to access all areas of your local community using public transport</li> </ul>	A/I
	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience of working with adults with learning disabilities in a direct support role</li> <li>• Basic experience of working within the constraints of legislation, regulation, policy, and procedures</li> <li>• Knowledge of the legislative and regulatory framework affecting vulnerable adults</li> <li>• Knowledge and understanding of the Personalisation agenda</li> <li>• Knowledge and understanding of national and local policy regarding the promotion of independence for citizens with a learning disability</li> </ul>	A/I
	<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Effective interpersonal skills: listening, verbal and written and pictorial communication skills with colleagues and across a diverse service user base with the ability to collate, organise and present information clearly</li> <li>• An ability to develop effective working relationships with service users, their carers, and partners both internal and external</li> <li>• Effective organisation, time management and prioritising skills</li> <li>• Basic Information technology skills</li> <li>• To ability to work without direct supervision and as part of a multi-disciplinary team</li> <li>• To be able to physically assist in the personal care needs and/or the behavioural support needs of service users, which will include some moving and handling, the ability to support people who use a wheelchair in the community and the ability to support with behavioural needs at MAPA level 3 when necessary.</li> </ul> <p style="text-align: center;">This post is designated as a casual car user.</p>	A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the  
**Recruitment Team on 01905 947446**