

**WATERVIEW CARE LIMITED  
RELIEF CARE STAFF.  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Relief Care Staff	<b>POST REF:</b>	RCS
<b>CLIENT GROUP</b>	People with learning disabilities	<b>RATE OF PAY:</b>	£7.50/hr
		<b>LOCATION:</b>	Neyland
<b>RESPONSIBLE TO:</b>	Manager	<b>HOURS</b>	As required

**JOB DESCRIPTION**

To contribute as a member of a team in providing support to individuals who have learning disabilities, enabling them to live as full and independent a life as possible within their own home and their community.

To provide personal care and support, whilst working in accordance with their contract, on a mixed duty basis. A shift system on a rotating basis is operational between the hours of 8.00 am and 10.00 pm – occasional night and split shifts and sleep-in duties may be required, dependent on service need.

**PRINCIPAL RESPONSIBILITIES**

1. The post holder shall seek through knowledge of the individual to foster each individual's independence and improve his or her quality of life.
2. The post holder shall maintain client confidentiality at all times unless the information, if not shared with appropriate person(s), would cause harm to the client or others.
3. The post holder shall encourage residents to maintain personal hygiene, which will include personal care. This may include dealing with incontinence, and the bathing of residents.
4. The post holder shall encourage and demonstrate personable presentation – to include washing, drying, ironing and storing of clothing.
5. The post holder shall demonstrate and encourage basic hygiene and cleanliness in the accommodation.
6. The post holder shall demonstrate and encourage budgeting and shopping skills.
7. The post holder shall demonstrate and encourage involvement in social and recreational activities.
8. The post holder shall accompany clients when appropriate in pursuing daily activities such as shopping, appointments, and day care.
9. The post holder shall have responsibility for the observation and supervision of individuals in his/her care, reporting to the person in charge.
10. Administrative duties shall include collection, rendering and depositing of monies, the maintenance of records, e.g. finance, personal and medication as required.
11. Following recognised training, care staff will be expected to administer, safely store and record the giving of prescribed medication.
12. The care staff shall, together with whom they work, assist and encourage clients to consider and negotiate future plans, and present these as appropriate at reviews on the client's behalf.
13. The posts at Neyland House are mixed duties. No domestic staff will be employed, therefore the care staff, encouraging and assisting residents to undertake these duties as part of independent living, will undertake all domestic work.

**ADDITIONAL EXPECTATIONS**

1. All staff will be expected to keep abreast of any changes to Health and Safety at Work laws.
2. Staff will be expected to participate in an agreed training programme as set up in supervision/support sessions. Training to include both In-house, external and online courses.
3. New staff will participate in a full induction program.
4. Staff will be required to work at various premises around Pembrokeshire according to the needs of the Company.
5. All staff will be expected to be contactable by telephone within 24 hours unless they are on booked holidays or have made particular arrangements with the Manager.

**PERSON SPECIFICATION**

1. Must be articulate and able to communicate at all levels.
2. Good/average written English language skills
3. Must be flexible and have the confidence to operate on own initiative but also be able to work as part of a team.
4. Should have a well-organised approach to work and be able to work under pressure.
5. NVQ Level 2 in Social Care, or similar, an advantage.
6. Experience is preferable, but a willingness to embrace ongoing training is essential.