

Bluewood Healthcare

"Passionate About Care..."

JOB DESCRIPTION

POST:	Healthcare Assistant
HOURS:	Flexible
ACCOUNTABLE TO:	Bluewood Healthcare Management Board
REPORTING TO:	Team Leader/ Line Manager/ Registered Manager

Our mission is to support, develop and enable people who have a range of diverse needs assisting them to live as independently as possible as respected members of their local community.

To work in partnership with others to provide a range of innovative, creative and individualised support packages.

This is achieved through Person Centred Planning in which we aim to promote optimum health, foster choice, independence, self-awareness, self-confidence and as far as possible we will support the individual to access stimulating activities in real life settings to learn real life skills and to be treated as equal to others.

Support Workers are directly responsible for supporting, developing and enabling the individual in pursuance of these goals.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT

1. Contribute to the development of an appropriate, individualised and achievable Person Centred Plan.
2. Support and enable the individual to have their say in mapping out and planning current and future service provision.
3. Support and enable where appropriate the individual to set up and maintain their own tenancy. Ensuring the domestic environment is maintained to a high standard. This involves carrying out all normal household tasks and enabling people to be as fully involved as possible in all aspects of the lives.
4. Supporting the individual with personal care tasks if necessary, such as washing, bathing, shaving, dressing and using the toilet. At all times ensuring the persons rights to privacy, dignity and cleanliness are respected.
5. Support, develop and enable the individual in real life settings to learn real life skills, accessing where appropriate Education, Training, Vocation and Leisure activities.
6. Support and enable the individual to maintain their physical, social and emotional well-being.

FINANCE AND ADMINISTRATION

1. Support the individual with finance/benefit claims.
2. Assist with the management of a petty cash system.
3. Record and maintain accurate written records.

LIAISON AND COMMUNICATION

1. Participate in and complete, with support, the formal induction programme.
2. Participate in training and development programmes as highlighted through staff supervision and appraisal.
3. Attend and contribute to regular staff meetings.
4. Work as part of a staff team to provide a twenty-four hour support package that will require maximum flexibility of attendance. This will include on a rota system waking nights, sleep in duties, weekends and shifts.
5. Liaise and maintain links with outside agencies, external professionals and parents/family members including attendance and participation in review and other meetings.
6. Participate in and complete, with support, the formal induction programme.

OTHER

Adhere to Bluewood Healthcare policies and procedures and assist in developing, implementing and monitoring them. This includes policies on equal opportunities, health and safety and confidentiality.

Contribute to quality assurance and quality monitoring systems as required.

**This Job Description is an outline only.
It may be altered to take account of changing circumstances.**

Name:

Signed:

**Salary £8.21 - £9.00 per hour depending on experience
Hours – Part Time and Full Time Available
Please send CV's to alpa.chauhan@leicester.gov.uk**