



The Old Smithy, 1 North Road, Stokesley, North Yorkshire, TS9 5DU
Tel: 01642 713720
www.ccms.org.uk

Dear Applicant

Re: Vacancy – Care Assistant – Newcastle– CALDS1

Thank you for expressing an interest in the above position. Please find attached an application pack, with separate application form as requested.

If we have sent you an electronic pack by email and you wish to apply for the advertised position please complete and print off the application form and equal opportunities monitoring form and return to us by post. Unfortunately, we are not able to accept electronic applications as we are required to have original signatures.

In completing the application form you should consider the person specification and show how you meet this. Please ensure that you complete the section on employment fully, explaining any gaps in employment. *NB: To complete the “check” boxes in Microsoft Word, double click on the box you want and follow the instructions to check the box.*

The closing date for applications is **TBC**

Interview date for this position is TBC

We thank you for your interest in this position and any time taken to complete the application. Unfortunately, however, due to the volume of interest in our vacancies we are unable to contact those applicants who have not secured an interview.

I look forward to receiving your application.

Yours sincerely

Lisa Maynard
Recruitment Co-Ordinator

Encs



Information for Applicants

CCMS Ltd provides emotional and practical support to encourage, empower and enable service users. CCMS hope that those who successfully join us will adopt our philosophy and work with us to help service users fulfill their potential by maximising their rehabilitation.

We will strive to offer individually tailored support packages. We will agree the support plan with the service user and any family members or other professionals involved. We will expect the highest standards of practice with a clear commitment to our service users. In turn we will offer training, support, consultation and regular supervision

Active Care Group is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedure. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, Active Care Group's agreed child protection/vulnerable adults protection will be followed.

It is an essential requirement that the candidates show commitment to the protection and safeguarding of children and young people/vulnerable adults. In addition, if required for the role it may be an essential requirement that the candidates demonstrate an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children, young people or vulnerable adults.

Expectations of all staff whether temporary or permanent will be:

- TRUST AND HONESTY
- OPEN COMMUNICATION
- QUALITY
- FLEXIBILITY

If you believe that everyone regardless of need or disability can enjoy freedom of choice; respect and dignity and you would welcome working within a supportive culture please complete the attached application form. We will be pleased to hear from you.



JOB DESCRIPTION

Care Assistant

PURPOSE:

To contribute towards the planning and implementation of individual programs based on assessed needs.

To enable Service Users(s) to participate in every aspect of their individual programs and empower them to achieve their full potential; facilitating the development of skills necessary to live a good quality of life within the community.

MAIN DUTIES

1. To develop an understanding of the social care needs of the Service User(s) and to identify any problem areas
2. To enable and support the Service User(s) in maintaining their home
3. To enable and support the Service User(s) to make links within the community
4. To promote the Service(s) Users therapies, vocational activities, personal interests, hobbies and skills
5. To enable and support the Service User(s) to effectively communicate their choices
6. To enable and support the Service User(s) to become as independent as possible
7. To co-operate with others in enabling the Service User(s) to follow their individual programme to best effect

GENERAL RESPONSIBILITIES

1. To promote a consistent positive image of the organisation and behave in a professional manner at all times
2. To be accountable for your practice and take responsibility for maintaining and improving knowledge and skills
3. To work in an open way with trust, honesty and flexibility being the qualities that shine through thus promoting trust and confidence in the service from Service User(s), their families, community and other involved professionals
4. To protect and respect the rights of the Service User(s)
5. To complete records clearly and accurately as agreed and to share such records openly with the Service User(s)

6. To liaise with other colleagues and professionals as agreed within the support plan
7. To ensure detailed knowledge of and compliance with the organisation's policies and procedures, including Adult Protection Procedures
8. To maintain a high level of confidentiality in relation to the Service User(s) and matters relating to the Organisation

TRAINING AND DEVELOPMENT

1. To attend and participate in any training as required by the Organisation
2. To ensure that full use is made of consultation and supervision to ensure that skills, knowledge and experiences are gained in order to provide the highest quality of support to Service User(s)
3. To regularly update knowledge of the Organisation's policies and procedures
4. To be responsible for identifying and alerting the Organisation to training or support needs as required

EQUAL OPPORTUNITIES

1. To promote a policy of equal opportunity, recognising that discrimination is unacceptable.
2. To ensure that Service User(s) and visitors are not subject to unlawful or unfair discrimination on any ground. This may include reference to gender, marital status, sexual orientation, race, ethnicity, nationality, religion, age, health or disability

HEALTH AND SAFETY

Staff have a statutory duty to observe all health and safety rules and take all reasonable care to promote health and safety at work. All staff are responsible for the Health, Safety and Welfare of all Service User(s), colleagues and visitors to their working area. Each member of staff must be able to demonstrate that they can identify, report and take action in regard to any risk or hazard through the appropriate procedures.

Staff are required to identify any significant changes in their personal health that may prevent them from carrying out the full responsibilities of their role.

PERSON SPECIFICATION CARE ASSISTANT

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS		Any of the following:- <ul style="list-style-type: none"> • NVQ Level 2 in Care • First Aid • Health and Safety • Protection of Vulnerable Adults • Assessment of Need • Risk Assessment 	Application Form Production of evidence Knowledge within Interview
EXPERIENCE	<ul style="list-style-type: none"> • Experience of caring/supporting in a personal or professional capacity 	<ul style="list-style-type: none"> • Experience of supporting an adult with acquired brain injury 	Application Form and Interview
BEHAVIOURS	<ul style="list-style-type: none"> • Available for work with flexible hours • Able to communicate sensitively and effectively with service users • Pleasant manner, smart appearance • Available to work evenings, weekends and bank holidays • Commitment to personal development 	<ul style="list-style-type: none"> • Sensitive to and awareness of individual needs 	Application Form, Interview and Reference
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Able to work as a team member • Able to communicate in an effective and appropriate manner (written and verbal) • Able to handle difficult situations with minimum supervision • Basic administration skills • Able to advise and facilitate others in tasks 	<ul style="list-style-type: none"> • Basic administration 	Application Form and, Interview and Reference
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Basic understanding of Health and Safety issues 	<ul style="list-style-type: none"> • Understanding of Community care Principles • Knowledge of Health & Safety issues 	Application Form and Interview
OTHERS	<ul style="list-style-type: none"> • Able to act confidentially on all matters • Able to contribute to the supervision and appraisal process 		Interview and Reference