



March 2017

Home Orchard

Job Description – Care Enabler

Principal Objectives:

- To enable and support Adults with Learning Disabilities.
- To act as role models for the Service Users.

Main Responsibilities:

- To abide by the Department of Health's Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England.
- To assist in physically caring for the Service Users.
- To help to create and care for the immediate living environment.
- To help Service Users to organise their time.
- To help to stimulate and encourage interaction with others (games, conversations, activities and skills).
- To help with the organisation and implementation of outings (shopping, excursions, walks, holidays etc.)
- To support Service Users in gaining life skills.
- To assist in various activities.
- To promote individual choice.
- To help to promote and support numeracy and literacy learning.
- To give feedback and communication on Service User progress and issues to the Manager.

Other duties to assist with smooth running of the home as required by the Manager

Health and Safety:

- Understand, maintain and develop safe working practices.
- Supporting Service Users in learning safe working practices.
- Be familiar with individual Service Users risk assessments.
- To participate in guidance and supervision sessions.
- Willingness to receive and give feedback.
- Willingness to develop good social and communication skills.

Training Expectations:

- Participation in mandatory training is compulsory; opportunity to gain NVQ's or equivalent and other training according to need is available.

Responsibility:

You are responsible to the Management team or person appointed by them

PERSON SPECIFICATION

Job Title: Care Enabler Date: March 17
Location: Home Orchard

Requirements	Essentials	Desirable
1. Qualifications/Education/Knowledge		
Basic training in social work or community work, counselling or care fields (e.g. C&G, Youth & Comm. Cert.) or 1 years' experience in care or community work, paid or on a voluntary basis.		x
GCSE pass or equivalent in English or Maths or demonstrable experience of numeracy and literacy.	x	
Knowledge of First Aid, Health & Safety and hygiene issues in the home.		x
2. Experience		
Experience of working with people who have a learning disability		x
Experience of working with people who are physically disabled		x
Experience of working in a team.	x	
Experience of social and physical care tasks, either in a paid or on a voluntary basis.	x	
3. Abilities - both aptitudes and skills		
Able to effectively communicate both in writing and verbally.	x	
Able to communicate using Makaton, BSL or otherwise		x
Able to develop a rapport with a wide variety of people, including Service Users, parents and professionals.	x	
Able to work in a team or on one's own.	x	
Able to remain calm in a crisis.	x	
Able to motivate and encourage Service Users in a supportive manner.	x	
Able to offer a variety of experience and skills.	x	
Ability to show initiative	x	

Requirements	Essentials	Desirable
<p>4. Personal qualities - characteristics, style, interests, attitudes</p> <p>Patient and sensitive to the needs of others.</p> <p>Adaptable and willing to learn new skills.</p> <p>An awareness and respect for personal independence.</p> <p>A commitment to Service User rights.</p> <p>Supportive to colleagues.</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	
<p>5. Circumstances</p> <p>The post requires a flexible response according to individual service user's needs.</p> <p>Available to work a shift (rota) system including evenings and weekends.</p> <p>Full driving licence</p>	<p>x</p> <p>x</p>	<p>x</p>
<p>6. Home Orchard - Aims & Objectives</p> <p>Must be able to work within the aims, objectives, policies and practice of Home Orchard</p>	<p>x</p>	

March, 17