



JOB DESCRIPTION

Job Title:	Assistant Practitioner
Company:	ClwydAlyn Housing Association
Responsible to:	Senior person on duty
Responsible for:	Care & Auxiliary Staff
Qualifications:	Level 3 qualification in Health and Social Care or Management, as a minimum, with a requirement to work towards a level 5 Diploma.
Date of Evaluation:	June 2018

Enhanced Level DBS with Barred List Check

This role has been assessed as requiring an Enhanced Level Disclosure and Barring Service (DBS) with Barred List check due to the work being undertaken being performed directly with vulnerable groups or children which is deemed regulated activity. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. This level of check will also highlight anyone barred from working with vulnerable groups including children.

Any risks identified through the DBS check will be reviewed by the Company and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Company's DBS Policy and Procedure which can be requested from the HR Team.

Covid-19 Vaccine requirement:

This role requires staff to have received the Covid-19 vaccine. For those joining the company who have not received the vaccine, arrangements will be made upon commencement in post.

1. Purpose of the Post

- 1.1 The post-holder will be responsible for supporting the delivery of nursing, personal and social care needs required by each resident. Under the leadership and direction of the Registered Nurse, they will work within all

aspects of the nursing process to provide high quality holistic and person centred care.

1.2 To supervise and train care practitioners.

2. Knowledge & Abilities

2.1 To provide direct nursing care under the supervision of the Registered Nurse as directed in each resident's care plan.

2.2 To be able to communicate effectively at appropriate levels with all residents, relatives, staff, other professionals and outside agencies involved in the care of the residents.

2.3 To be committed to ongoing professional development by attending any reasonable training and/or development activity that the home requires to meet the needs of the residents in the care home.

2.4 To have a working knowledge and an ability to follow policies and procedures within a care home setting.

2.5 To have a working knowledge of the new RISCA Regulations for Older People and understanding of the role of the Care and Social Services Inspectorate for Wales (CSSIW) within care homes.

2.6 To have empathy and an understanding the range of needs clients in care home may have.

2.7 Ability to work in a calm organised manner when under pressure.

2.8 To ensure that all records used to record the nursing and care provided in the care home are kept up to date and that the staff team you are responsible for follow the policies and procedures within the home.

2.9 To ensure the safe ordering, storage, checking, administration, recording and disposal of drugs and medicines in accordance with the care homes policies and procedures.

2.10 To have a working knowledge of the principals and practical application of Person Centred Care.

3. Managing Others

3.1 To plan, monitor, supervise and appraise the work of the non-clinical and auxiliary staff employed at the home, ensuring that residents always receive the highest level of care.

3.2 To be an effective team leader and role model in relation to the provision of high-quality care for the care staff within the care home.

3.3 To contribute to the development and training of care staff within the care home.

3.4 To arrange for the security of resident's property and valuables.

4. Working with Others

4.1 To be able to communicate effectively (written and oral) at appropriate levels with all residents, relatives, staff, other professionals and outside agencies involved in the care of the residents.

4.2 To deal with referrals, admissions and discharges to/from the Home, liaising as appropriate with all relevant statutory, relevant professionals and other agencies in order that a comprehensive assessment and records are kept of a residents' needs' and decisions that are made.

4.3 To deal with enquiries from residents and their families/advocates, ensuring always that residents are supported and cared for appropriately.

4.4 To provide information within the home that is relevant to the preparation of reports and meeting agendas.

4.5 To promote the activities of the Home within the local community and to liaise as appropriate with relevant support groups.

5. Problem Solving / Decision Making / Innovation

5.1 The post holder will be able to make balanced and timely decisions based on available information and evidence.

5.2 To take a proactive approach in consulting and involving others in the decision-making process as appropriate. This will require liaising with a number of people, these include: residents; families; relevant professionals; statutory and regulatory professionals.

5.3 The post holder will be expected to work within defined frameworks, implementing policy and procedures and communicating this to a range of people internally within the care home.

6. Use of Technology

6.1 The post holder will be expected to either have or within an agreed timescale, a good working knowledge and understanding generic (Microsoft Packages) and specialist (Housing and Care) IT packages.

7. Budgets & Cash Handling

7.1 Experience of following financial procedures in a work-related environment. This will involve the following of cash handling procedures within the care home and the Company e.g. resident's personal monies, collection of rents and petty cash.

8. Unsocial Conditions / Special Circumstances

8.1 A flexible approach to the role is required which will include the requirement to work on a rota which will require you to work evenings, weekends and nights shifts.

- 8.2 To fully understand and comply with the Social Care Wales Code of Professional Conduct

9. Company Core Responsibilities

- 9.1 To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- 9.2 To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the Association.
- 9.3 To comply with the Association's Risk Management Strategy, identifying and mitigating against risk.
- 9.4 To be responsible for the application of Equality and Diversity practices in accordance with Association policy and procedures within daily operations.
- 9.5 To comply with Standing Orders, Association Policies and Procedures and to make know to Line Managers any areas which are not adequately covered.
- 9.6 To perform any other reasonable task as determined by the Manager, Corporate Director, Deputy Company Chief Executive, Company Chief Executive or Board of Management.

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