

NORSACA ADULT SERVICES

JOB DESCRIPTION

Grade:		Job Title:	Casual Relief (Residential)
Department:	Care Team	Accountable to:	Unit / Team Manager

Purpose of the Post:

To provide a professional care service to service users with autistic spectrum conditions.
To promote the development of a service users full potential.

Duties and Responsibilities:

1. To ensure high standards of professional care and practices for service users are established and maintained, including appropriate attention to their physical, cultural, social, educational, recreational and emotional needs.
2. To provide personal care for service users on a day to day basis.
3. To be flexible in responding to service needs by undertaking shifts at short notice.
4. To promote effective communication within the staff team and between service users, to ensure that continuity of care is maintained.
5. To participate in domestic chores around the establishment on a daily basis.
6. To participate in and contribute to staff training and development programmes as and when required.
7. To help maintain and update service users records.
8. To assist in fostering, developing and maintaining contacts within the local community.
9. To assist as necessary in the overall running of the home to provide assistance to other groups when necessary.
10. To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post.

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PERSON SPECIFICATION

Grade:		Job Title:	Casual Relief (Residential)
Department:	Care Team	Accountable to:	Unit / Team Manager

Personal Skills / Characteristics	Essential	Desirable	Method of Assessment	Short Listing Criteria
<u>1. Experience</u> 1.1 Experience of working with people with learning disabilities or autism		✓		
<u>2. Qualifications and Training</u> 2.1 Relevant qualification		✓		
<u>3. Special Skills and Knowledge</u> 3.1 Good communication skills: (i) verbal (ii) written 3.2 Domestic skills, e.g. housekeeping, health eating, cooking, finance, etc. 3.3 Understanding of autism 3.4 Knowledge of IPP 3.5 Knowledge of basic first aid 3.6 Knowledge of medication 3.7 Knowledge of Health & Safety practice	✓ ✓	✓ ✓ ✓ ✓ ✓		
<u>4. Personal Qualities</u> 4.1 Ability to work on own initiative as well as a member of a team 4.2 A hobby or interest to share with others 4.3 Full current driving licence 4.4 Understanding of equal opportunities 4.5 Commitment to young people with autism, taking up their right in the community 4.6 Able to work irregular hours at short notice 4.7 Ability to fulfill all aspects of job description	✓ ✓ ✓ ✓ ✓	✓ ✓		

The postholder will be required to undergo an Enhanced Criminal Records Bureau Disclosure.

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

SHORT LISTING PANEL:

KEY:	AF = Application Form	CQ = Certificate of Qualification	I = Interview	R = References
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Interview Offered: YES NO