

Mae'r ddogfen hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Social Care Personal Assistant - Job Description and Person Specification

Job title: Social Care Personal Assistant

Accountable to: their Employer.

Please note:

This is a generic job description and person specification for this vacancy. It is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role of Support Assistant, not the specific tasks you will be required to perform.

Job Description

Purpose of the role

Helping people that you support to live the individual life they want, ensuring they have choice and control over the planning and delivery of their support.

Key tasks, responsibilities and outcomes

The following are examples of how you **may** be required to assist the people you support in delivering their agreed Care Plan - your employer's precise requirements will be notified to you before and during your interview:

- Help them with their personal and intimate care. This includes supporting people to use the toilet, feed and dress themselves etc
- Help them to shop for things they wish to buy including their clothes and food, and to prepare their meals
- Help them to do their housework, including cleaning and laundry
- Help them to find opportunities in education, employment and leisure, and enable them to take part in these opportunities
- Help them engage in social activities
- Support them with their day to day travel arrangements and holidays as required

You will be expected to work in a supportive manner with colleagues, families and external parties, building trust by being open and honest.

In addition to the above an Independent Living Support Assistant Worker is expected to:

- Be prepared to work flexibly if required. This includes working weekends, nights, bank holidays (including Christmas and New Year) and to do sleep-ins where required
- Complete any required training appropriate to your role, either by E Learning or attending courses
- Keep information about the people you support confidential.

Person specification

Your application form will be marked by your prospective employer based on how much evidence you have given in support of the following essential qualities. If you are then shortlisted for interview, your prospective employer will ask you questions to help establish how you meet the essential qualities for this role.

Essential Quality	Description	Evidenced by
Ambition	Commitment to continuous improvement of the services you provide, for example, ability to assist the person you support in making informed choices.	Application Form, Interview
Communication	Able to listen to the people you support and demonstrate an understanding of what they are communicating. Able to communicate clearly with the people you support.	Application Form, Interview
Courage	Able to challenge poor practice and implement improvements.	Application Form, Interview
Equality	Working with people with a learning disability and/or communication difficulties	Application Form, Interview
Confidentiality	Exercises confidentiality when dealing with vulnerable adults, for example, financial and personal details	Application Form, Interview
Partnership working	Ability to develop positive working relationships with those with whom you are involved – especially those you support, but also including their families, friends and other contacts, including other carers and external agencies including The City & County of Swansea.	Application Form, Interview
Respect	Understanding of and commitment to Equal Opportunities	Application Form, Interview
Integrity	Working in an honest and open way with all those with whom you are involved – especially those you	Application Form, Interview

	support, but also families, other carers and external agencies including The City & County of Swansea.	
Team work	Ability to work as part of a team	Application Form, Interview
Health & Safety	Ensure you comply with Health & Safety legislation in all that you do, to ensure both your own safety and those you are in contact with.	