



Job Description  
Care Assistant  
2010

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Registered Charity: 1056828  
Approved November 2009

## Function & Accountability

The Care Assistant will assist the Care Coordinator in ensuring that all young people attending the Project receive appropriate and high quality personal care and all participants, including staff and volunteers, receive appropriate first aid treatment.

The post-holder will be accountable to the Care Coordinator, Scheme Officer and Project Coordinators, and in their absence to an identified member of the Management Committee.

## Hours and rate of pay

This is a sessional post. The hourly rate of pay for the 2010 Project is available on application.

During the 3 week Project in July/August:

- 8.00am to 5.00pm Monday
- 8.30am to 5.00pm Tuesday to Friday
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Outside the Project the Care Assistant is required to attend all of the following:

- Project planning meeting with the Advisory Committee, Project Coordinators, Scheme Officer and Senior Group Leader
- externally-run one-day first aid course if a current first aid certificate is not held
- two-day training course on the management of challenging behaviour
- half-day moving and handling training course
- staff training day (approx. 4 hours) and one of the volunteer training days (approx. 6 hours)
- set-up day
- Project Review Meeting in September

## Duties

- to adhere to all relevant published policies and procedures of Whitgift SNAP
- to attend end of day staff meeting with the Scheme Officer, Senior Group Leader, Group Leaders, Project Coordinators and Advisory and Management Committee Members
- to maintain the confidentiality of all personal data and medical records of children and young people, and staff/volunteers where appropriate

### In regard to personal care of young people

- to change and label pads supplied for individual young people, lifting, cleaning and ensuring disposal of clinical waste in accordance with the Whitgift SNAP guidelines
- to change and bag-up soiled clothing, ensuring this is labelled
- to assist with the toileting of young people
- to record pad changes
- to assist in ensuring that the medical room is kept clean
- to assist volunteers with feeding and any other aspects of personal care
- to deal with bio-hazards caused by bodily fluids promptly, and in accordance with health and safety guidelines, as instructed by the Care Coordinator
- to report any suspicious findings, eg. signs of suspected abuse to the Child Protection Officer or their authorised deputy, in accordance with the Safeguarding Children and Vulnerable Adult Policies

## First Aid

- in consultation and agreement with the Care Coordinator, to administer first aid as necessary to young people, volunteers and staff
- to assist in ensuring that the medical room is properly supplied and equipped at all times, ensuring that any requirements are advised to the Care Coordinator
- to record all first aid carried out and accidents which have occurred, irrespective of the need for treatment in the designated accident/incident books in accordance with health and safety guidelines
- to ensure that medical records and incident/accident reports are securely stored at all times during the day in a locked cupboard, and that all such paperwork is returned to the office at the end of each day for secure storage overnight
- in consultation and agreement with the Care Coordinator and Scheme Officer, to pass on details of any accident or treatment given to parents/carers as required within the Whitgift SNAP guidelines

**NB** The post-holder will **not** be responsible for administering prescribed medication, and must not do so under any circumstances, unless authorised to do so.

The above list of duties is not intended to be exclusive and may be amended by mutual agreement at any time, and reallocated as necessary.

## Criteria

Qualifications	Current Medic First Aid Certificate* Current certificate for lifting/handling from a recognised training body * Current certificate for the Management of Challenging Behaviour (British Institute of Learning Difficulties accredited training) *
Experience	Work in a paid or unpaid capacity with people with disabilities
Knowledge & skills	Knowledge of physical and learning disabilities Communication skills Ability to supervise others in a supportive and responsible way Self-motivated Teamwork skills
Aptitude & disposition	Active promotion of good equal opportunities policy practices Commitment to Whitgift SNAP's health and safety policies including good lifting practice A positive approach to working with young people with disabilities Appreciation of the importance of volunteer contributions Awareness of different cultures and backgrounds Patience is essential Energetic

*\* Appropriate training courses will be offered to the successful applicant if required.*

The successful applicant must have full time availability for the two week duration of the Project in July/August and attend **ALL** required training.

All paid staff must supply proof of entitlement to work in the UK and require Enhanced Police Disclosure. All offers of employment are also subject to written references.

All paid staff and volunteers participating in Whitgift SNAP are expected to support and work within the policy and practice guidelines laid down by the Management Committee, including Equal Opportunities.