



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Care Attendant
POST NUMBER	:	V-LS-OPRCA
DEPARTMENT/DIRECTORATE	:	Social Services
DIVISION/SECTION	:	Older Persons Day Service
LOCATION	:	Rondel House
POST GRADE	:	Grade C SCP 9 -13
RESPONSIBLE TO	:	Resource Centre Manager
RESPONSIBLE FOR	:	
LIAISON	:	
MAJOR PURPOSE OF POST	:	To provide care and support to service users whilst attending the Day Centre

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

1. To provide care and support to the service users in the Day Centre to ensure their welfare.
2. To provide as necessary, assistance with all aspects of personal care and hygiene, e.g. washing, bathing, toileting, care of clothing and other personal needs.
3. To assist in the serving of meals, clearing of tables etc.

4. To assist the service user with their meal if required in line with the service delivery plan.
5. To ensure the highest standards of care are provided to service users at all times, whilst ensuring the safety of the service users is of paramount importance, any issues are to be raised with the appropriate person.
6. To assist the service users with such other activities as may benefit or enhance the quality of the service user's life.
7. To undertake those care tasks identified in the service users service delivery plan.
8. To be aware of and conform to all Council guidelines and regulations issued from time to time as they particularly refer to Food Handling, Hygiene, and Health and Safety at work.
9. To attend and contribute to regular staff meetings, in order to ensure good communication and the development of care for clients.
10. To engage with the nominated supervisor for supervision and with the Council's PDRS process ensuring that individual training needs are identified.
11. Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
12. To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
13. To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
14. To implement the principles of the Council's Environment Policy while carrying out the above duties.
15. To report without delay any safeguarding concerns to the appropriate safeguarding officer.
16. Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: