

JOB DESCRIPTION  
CPS Trust



Job Title : Personal (Care) Assistant

Reporting to : Home Manager and the CPS Trust

Job Purpose : To promote a supportive and caring environment as part of a small dedicated Team, providing Practical Assistance and Emotional Support to Claire, a young female, enabling her to achieve her desired level of self-sufficiency and integration into the community.

*Job Description and Duties of a Personal Care Assistant Full time (36.25 hours min) - Part time as agreed - Bank worker as required*

- To assist Claire, an adult at risk, young female with Severe Learning Disabilities and Communications Difficulties in all her day to day living
- To provide the necessary degree of assistance including Personal care, Health, Daily Activities and Developing Personal Relationships
- To support Claire in a Person-Centred-Plan (PCP), as described in her Essential Life-style Plan (ELP)
- To follow Claire's ELP and work consistently as part of the Team (Other Staff, Other Professionals, Family and the CPS Trust)
- Everyone on the Team works in a 3 week rolling ROTA system, that addresses Claire's needs in accordance with her ELP
- Shift Patterns are Early, Late and Sleep In. (Overtime can be arrange with the Manager)
- Able to drive Manual gear Vehicle with a valid UK Driving License
- Any other Duties will commensurate with the post and Induction will be given
- A Probation period of 6 months is always given to successful applicants

## Person Specification for Personal (Care) Assistant CPS Trust

The person specification, lists objectively the skills / competence / behavioural skills required of the person likely to be able to undertake the duties of the job description. This document is used in all subsequent part of the recruitment procedure.

### **Personal Care Assistant**

#### **1. KNOWLEDGE AND EXPERIENCE**

|                                                                            |           |
|----------------------------------------------------------------------------|-----------|
| Experience and Knowledge of services for people with Learning Disabilities | Essential |
| Manual driving licence                                                     | Essential |
| Knowledge of MAKATON and PECS                                              | Desirable |
| Experience of residential work.                                            | Desirable |

#### **2. AREAS OF COMPETENCE**

Candidates should be able to demonstrate they have the ability to:

- Promote equality for Claire in the way they carry out their work.
- Enable Claire to develop her life skills.
- Show initiative and be confident to work independently.
- Contribute to the development of Claire's Plan
- Enable Claire to make good use of available services and information.
- Support Claire in developing her identity and personal relationships.
- Contribute to the protection of Claire from abuse.
- Contribute to the well being, health, safety and security of Claire and her environment.
- Contribute to the provision of domestic services.
- Contribute to the administration of the home and keep records.
- Be in good general health.
- Be reliant and trustworthy.
- Be willing to learn and share the job experience with Claire, which should be fun.