



Donna Louise Children's Hospice Trust

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Care Support Worker
Reports to: Shift co-ordinator / Team Leader
Accountable: Director of Care

JOB PURPOSE

To work as a member of the Care Team providing physical, emotional and recreational care and support to children/young people with life limiting/ life threatening and often complex care needs. To provide a high standard of care to children, young people and families, according to the care plan and following local / national policies and procedures.

KEY RESPONSIBILITIES

- To implement, in conjunction with parents/ carers, a plan of care to meet the identified needs of the child/ young person.
- To work as part of a nurse led service caring for children/young people with life limiting illnesses and/or complex health care needs, under the supervision of registered nurses.
- To carry out home/ school visits as deemed necessary and/ or appropriate by the Shift co-ordinator or Head of Care.
- To act as a resource for other members of the multi-disciplinary team, parents and carers.
- To undertake agreed projects either individually or as part of a team, using own initiative where necessary.
- Contribute to the assessment of children's and young people's health and well being alongside registered nursing staff.
- Monitor and evaluate children's/ young people's health and care management alongside registered nursing staff.
- Maintain and contribute to professional records, according to policy, ensuring confidentiality at all times.
- To supervise new members of the team and support induction and preceptorship programmes.
- Contribute to systems and processes, which support safe and effective care delivery.
- To report, to the shift co-ordinator, any concerns surrounding the care, condition or behaviour of the child or family member.
- Ensure effective day-to-day communication in respect of children's and young people's health and care management with parents/carers.
- Contribute to the protection of children at risk in accordance with the area child protection procedures.

- Observe a personal duty of care when using equipment; be responsible for the safe and effective use of equipment.
- To promote the philosophy of the Donna Louise Trust beyond the establishment.

TRAINING AND EDUCATION

- Meet competence requirements identified within the role and participate effectively in the personal development planning process, clinical supervision and reflective practice
- To undertake specific training and competency assessments required to meet the needs of children and young people using DLT services.
- To attend staff development programmes, training courses and study days as deemed necessary by Head of Care.
- To attend compulsory staff meetings
- To take personal responsibility for attendance at mandatory training,
- To take personal responsibility for ensuring all competency assessments are completed and reassessed on an annual basis
- To take personal responsibility for identifying any gaps in knowledge / skills and taking appropriate action to rectify this

COMMUNICATIONS AND WORKING RELATIONSHIPS

- The post holder is expected to foster excellent working relationships with all service recipients, staff, visitors and donors. In particular they are expected to deal sensitively with all children, young people and families with whom they come into contact.
- To act at all times in a professional manner, respecting the need of colleagues and co-operating to maintain a harmonious working environment.

GENERAL TERMS AND CONDITIONS

HEALTH AND SAFETY AT WORK ACT 1974

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

1. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
3. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety of welfare in the pursuance of any relevant statutory provisions.
4. To attend all mandatory training.

DATA PROTECTION RESPONSIBILITIES

Be familiar with and comply with the all Trust Policies on Data Protection, Statement of Confidentiality, Contract of Employment, computer viruses and Data Security Policy Guide.

Comply with the Eight Data Protection Principles contained within the Act.

EQUALITY AND DIVERSITY

Employees must comply with the Equality and Diversity Policy and must not discriminate on the grounds of race, colour, nationality, religious belief, ethnic or national grounds, sex, marital status, sexual orientation, disability or any other grounds which cannot be shown to be justifiable.

SMOKING AT WORK

All employees must comply with the Trusts Smoking at Work Policy which prohibits on Trust premises.

INFECTION CONTROL

To support the Trust in achieving a reduction in Health Care associated infections i.e.:

- To carry out duties placed on employees by the Health Act 2006
- To be familiar with, and comply with Trust Policies / guidelines on infection control
- To attend all mandatory training in relation to infection control

SAFEGUARDING RESPONSIBILITIES

The Trust takes the issues of Safeguarding Children, Adults and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in our duties by:

- Attending mandatory training on Safeguarding children and adults or completing e-learning module
- Making sure they are familiar with their and the Trust's requirements under relevant legislation
- adhering to all relevant national and local policies, procedures, practice guidance (e.g. LSCB Child Protection Procedures and Practice Guidance) and professional codes
- Reporting any concerns to the appropriate authority.

GENERAL

The Donna Louise Trust has to continually modify and improve its service. This will inevitably mean that modification of structures and thus job descriptions may prove necessary. The post-holder will be expected to co-operate with changes, which the Chief Executive may wish to introduce, subject to consultation.

This job description is not an exhaustive list. It may be updates to reflect development within the trust and the changing demands of the post.

<ul style="list-style-type: none"> • Ability to recognise stress in oneself and others and to manage effectively. • Understanding of equal opportunities 	<p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrate a commitment, desire and motivation towards personal, professional development, including learning new skills • Demonstrate a positive attitude towards change • High personal standards and commitment towards care of children, young people and families 	<p>E</p> <p>E</p> <p>E</p>	<p>Application form/Interview</p> <p>Interview</p> <p>Interview/ references</p>
<p>Additional requirements</p> <ul style="list-style-type: none"> • Full/ clean driving licence • Car owner or access to motor vehicle • Able to work shifts covering a 24 hour period 	<p>E</p> <p>E</p> <p>E</p>	<p>Application form/Interview</p>

