

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Personal Support Assistant Level 2
Reporting to (Job Title):	Area Team Coordinator
Employing Authority:	Age UK Northamptonshire
Salary:	£11.69 - £13.36 per hour
Place of work:	Northamptonshire – Local area
Hours of work:	Monday to Sunday - flexible hours.
Employment subject to Enhanced Disclosure & Barring Service (DBS) check	
Purpose of the Job:	<p>To offer practical, flexible support to clients in their own home enabling them to remain as independent as possible while gaining confidence. Help maintain social networks in accordance with agreed care and support plans.</p> <p>Support clients to enhance their physical, mental, and emotional wellbeing.</p> <p>To work flexibly to support clients who are receiving support from the service.</p> <p>To review, with the area team coordinator, clients' support plans tailored to the individual as their needs change.</p>
Main Tasks and Responsibilities:	
<ul style="list-style-type: none"> • Provision of care in client's own home and the local community. • Support client to maintain a clean and comfortable home. • Light household cleaning e.g.: kitchen, bathrooms, changing beds. • Shopping and delivery of same. • Prescription collection. • Periods of time with clients in their own homes to reduce social isolation and promote physical activity and mental stimulation. • Supporting the client to start or continue leisure or social activities outside of the home. • Support carers offering respite opportunities. • To report to Area Team Coordinator or senior staff member in their absence any concerns or significant changes to the client's health and well-being. • To complete written and/or digital documentation as required by the service to ensure continuity of high-quality client care. • To always maintain the confidentiality of the client and their service. 	

- To undertake training as required for the role, and to participate in team meetings, supervision, and support networks.
- Although every effort will be made to minimise travelling carers will be expected to travel within the county of Northamptonshire as the service demands.
- Other duties as requested by the line manager.
- You will need a full driving licence and access to a vehicle.

The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

Person Specification

Services Manager	Essential/ Desirable
Competencies: Education & Training <ul style="list-style-type: none"> • Good standard of education • Vocational training relevant to post (e.g. NVQ) • NVQ2 in Social Care (or a willingness to undertake qualification within 2 years) 	 E E D
Experience/Skills & Abilities <ul style="list-style-type: none"> • Experience of working with older people • Experience of care work • Working with the general public • Hands on experience and life skills • Empathy; understanding the behaviour of others, and the contributory factors behind this • Excellent interpersonal skills • Good written and verbal communication skills • Computer literate, able to utilise computer skills to enhance service delivery • Ability to undertake required training on our digital system using a hand held device • Ability to be proactive and reactive • Knowledge of working within the voluntary sector 	 D D E E D E E E E D
Other <ul style="list-style-type: none"> • You will need a full driving licence and access to a vehicle. 	E
Prepared By: Kathy Smith	Date: 19.09.2024
Authorised By: Christopher Duff	Date: 30/09/2024