

KTM CARE LTD

JOB PROFILE

Job Title:	Personal Assistant – Part Time
Level:	Band A
Location:	Head Office – Community Based
Responsible to:	Immediate Line Manager
Hours of work:	Varied hours to be agreed. Flexibility on working all shifts will be required to meet the needs of the service users. One 'sleep-in' per week with additional sleep-ins when requested to accommodate service users' needs.
Job purpose:	To provide and maintain a high quality of support and care to the service users promoting both their independence and development as is safely possible in all areas of the individual's life.

General Information:

The 'Triad of Impairment' as described by Lorna Wing is evident with all service users and pertains to the traits of difficulties within social, Communication and Imagination skills.

KTM Care Ltd is totally committed to providing a specialist service individualised to meet the diverse and sometimes complex needs of each person.

The support provided by KTM Care Ltd entrusts all staff with sensitive and confidential information regarding service users and their families.

This information must be respected and kept in confidence at all times.

Staff are also expected to uphold a positive representation of KTM Care Ltd to ensure the maintenance of good relationships with other professional bodies.

Job Specification:

A Personal Assistant – Band A: Will work directly with the service users to promote and support the acquisition of independent and social living skills providing a high standard of care. No formal qualifications in Health & Social Care or experience required.

Duties and Responsibilities:

- To assist and work co-operatively with the Line Manager and other team members
- To be actively involved with the Induction and training/shadowing of new team members
- To contribute to the planning and organisation of the service users' daily activity timetables and support and promote the scheduled activities at all times
- To provide and maintain high standards of work and ensure role models of good practice at all times
- To effectively communicate with team members to ensure the smooth running of the day-to-day care support provision
- To undertake all aspects of support and personal care with service users as necessary and where required respecting and maintaining their dignity at all times
- To adhere to and promote safe working practices to ensure compliance with the Care Quality Commission's standards and regulations and the Company's policies and procedures, compliance with the Health & Safety at Work Act 1974 and all other associated legislation within the responsibilities of the job

- Care Plans: To assist the Line Manager and team members where required by monitoring and reporting any necessary changes to service users individual care plans, ensuring that all important and relevant information is monitored and updated where necessary
- TEACCH Method: To support the service user by ensuring a consistent and correct approach at all times
- Finances: To keep correct and up-to-date financial records of all monetary transactions by completing the service users cash books and cash requisitions where required in accordance with Company procedures
- To ensure that service users live as a fulfilled and meaningful life as is reasonably possible
- To ensure the health, safety and wellbeing of service users at all times in accordance with the Company's policies and procedures and CQC standards and regulations
- To effectively manage unpredictable and difficult situations where necessary as smoothly as possible and in accordance with the Company's policies and procedures
- To ensure that daily tasks are presented in a format that is appropriate to the individual
- To ensure that continuity of care is provided in a consistent manner at all times
- To adhere to the individuals health care and medication needs and ensure that the guidelines, strategies and risk assessments in place are followed at all times in accordance with the Company's policies and procedures
- To ensure that records are monitored, updated and maintained correctly and professionally at all times
- To take part in day trips and service user holidays
- To support service users with personal care and grooming where required, respecting their dignity at all times
- To ensure active participation in hand overs and pass on all relevant and important information relating to service users' where necessary and as required
- To complete written reports where required in accordance with the Company's policies and procedures
- To attend service user meetings where required
- To ensure that the above duties and responsibilities carried out are in accordance with the Company's policies and procedures and meet the Care Quality Commission's standards and regulations
- To fully participate in staff supervision in accordance with the Company's procedures
- To attend all necessary training courses as required
- To comply with the requirements of the Data Protection Act 1988
- To adhere to KTM Care Ltd.'s Equality & Diversity Policy
- To maintain confidentiality at all times

As a Term of your Employment you may be requested from time to time to undertake alternative duties that may reasonably be required within the responsibilities of the post. This may include assisting the Company business in various locations.

This job profile defines the present requirements of the position, however, it is not exhaustive and may need to be reviewed as the Company develops.

Any relevant changes to responsibilities will be introduced in consultation with the post holder.

I have read and understood the above job profile and agree to adhere to the responsibilities of the post as outlined:

Employee's Name:

Signature:

Date:

Employer's Name:

Signature:

Date: