



Job Description

Job Title	Health Care Support Worker (bank)
Department	Treatment Services
Base Location	Hafan Wen
Hours of Working	Ad hoc
Salary Banding	£10.41 per hour

Accountable To	Unit Manager
Reports To	Unit Manager
Line Management Responsibility	

Job Purpose:

Undertake assigned tasks involving the provision of direct support and care to patients undergoing detoxification/stabilization.

Undertake tasks to maintain the environment of the hospital.

Work regularly without direct supervision

Main Duties and Responsibilities:

- To undertake tasks involving direct care to patients as co-ordinated by the qualified nursing staff.
- Participate in all forms of client care, including individual and group based activities, under direct or indirect supervision.
- Be accessible and flexible to patients' needs, dealing sensitively with distress, disturbance and unpredictability.
- Promote and provide assistance to patients in achieving health, social and economic well being.
- Undertake tasks/duties indirectly relating to patient care, such as urine testing, assisting to maintain the environment in which care is carried out.
- Participate and co-operate with the multi-disciplinary team in order to contribute to the effectiveness of service delivery.

- Report any changes in patients' condition or behavior to the nurse in charge. Ensure all relevant clinical/social information is reported to nurse in charge/key worker as per communication protocols.
- Assist in ensuring that all care is given in the most efficient and effective manner.

General:

- Work as part of a nursing team providing 24 hour nursing care to patients at Hafan Wen, working unsociable hours as and when required as part of internal rotation.
- Maintain confidentiality of information regarding patients, with due regard to accountability, Confidentiality Regulations and appropriate Legislation.
- Be conversant and comply with all CAIS Policies and Procedures, including Fire, Emergency and Health & Safety.
- Participate in Clinical Supervision.
- Ensure personal compliance with regard to mandatory training and on-going development as required.

Professional:

- To participate in the CAIS continuous learning , development and appraisal process
- To maintain professional accreditation as appropriate to role
- To attend training provided, organised or arranged by CAIS
- To operate within and observe CAIS policies and procedures as amended and updated

This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.

Person Specification for Health Care Support Worker

	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Qualifications:	Existing NVQ 3 in Health Care Support or ability and willingness to obtain NVQ 3 in Health Care Support to fulfill statutory obligation to HIW.		Certificate Interview
Experience:	<ol style="list-style-type: none"> 1. Ability to provide practical support to patients. 2. Supporting role in the past. 	<ol style="list-style-type: none"> 1. Working with Service User Group. 2. Experience in health care settings. 	Application form Interview References
Skills:	<ol style="list-style-type: none"> 1. Good communication skills. 2. Able to work unsupervised. 3. Good team player. 4. Ability to prioritize and work pro-actively. 	<ol style="list-style-type: none"> 1. Welsh speaking. 2. Basic First Aid skills. 	Application form Interview Certificate
Knowledge:	<ol style="list-style-type: none"> 1. Substance misuse field. 2. Health & Safety in the workplace. 		Application form Interview References
Personal Qualities:	<ol style="list-style-type: none"> 1. Team player. 2. Flexible. 3. Act calmly and respond in a professional manner to stressful situations. 	<ol style="list-style-type: none"> 1. Welsh speaking. 2. Motivated to work with service user group. 	Application form Interview References
Other Relevant Requirements:	<ol style="list-style-type: none"> 1. Flexible shifts. 2. Internal rotation. 		

Prepared By:

Reviewed By:

Agreed by Manager: **Date Agreed:**

EFFORT FACTOR INFORMATION**HEALTH CARE SUPPORT WORKER****Physical Effort**

Daily: Exposure to moderate effort for short periods:

- Assisting patients with mobility
- Changing beds
- Providing support with laundry services

Mental Effort

Daily: Concentrate for length of time:

- One-to-one support sessions with patients
- Completing forms with patients

Daily: Unpredictable patient behavior

Emotional Effort

Daily: Exposure to distressing or emotional circumstances:

- Patient circumstances
- Patient disclosure

Working Conditions

Daily: Exposure to aggressive behavior
Exposure to body fluids, i.e. faeces, urine and vomit
Exposure to foul linen/personal belongings

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

Agreed By:

Employee's Name: **Date:**

Employee's Signature: **Date:**

Agreed By:

Manager's Name: **Date:**

Manager's Signature: **Date:**