



CASS

Community Access Support Services Limited

Personal Assistant - Community Support

Job Description and Person Specification

Our Ethos

CASS offers people with Learning Disabilities and Learning Difficulties personalised support to enable them to be independent in the home and the community.

We aim to promote health and wellbeing, encourage independence and choice by accessing social and leisure activities, employment and increased opportunities to develop meaningful relationships.

As part of the assessment process, we work with people to identify what is important to them and the activities that they would like to pursue, including but not limited to:

Bus training, money skills, social skills in the community, participating in clubs and discos, attending sporting events (i.e. football matches at MK Dons), countryside walking, college support, volunteering support, employment support, library and computer support, cinema, visiting places of interest, household management skills, physical wellbeing: gym, swimming, football, tennis, snooker, golf and support at Bedford Stadium for 'Multi-Sports activities'.

The matching of Service Users and Personal Assistants is crucial as it is important that individuals are supported by people that they like, people that they can develop positive relationships with and with whom they enjoy shared interests and activities.

We are committed to providing a service of the highest standard. We achieve this by developing positive and meaningful relationships that respect individuality, whilst promoting confidence and self-esteem. CASS is committed to protecting the adults we work with and acknowledge that we have a duty of care to the people we serve. We recognise that supervision is important and an on-call manager is available for advice and contact.

We are committed to reaching the highest standards of customer care and in order to achieve this we are constantly seeking feedback from service users and their families.

We believe that consistency in support is paramount and therefore CASS will not use agency staff.

We offer a range of development opportunities, including in-house training programmes, team meetings, regular supervisions and an annual appraisal, as well as coaching and mentoring and excellent terms and conditions of employment.

Duties and Responsibilities:

1. To provide support to people on a one to one basis in their own homes and in the local community, in accordance with the agreed support plan and within an agreed plan of risk taking.
2. To facilitate increased independence by encouraging and supporting participation in daily living activities and opportunities.
3. To work with people, their families, team members and partner organisations to ensure that support is tailored to meet their individual needs and wishes.
4. To use a range of communication methods to assist people to make informed decisions and choices about the issues affecting their lives.
5. To assist with everyday living skills, and provide support in such areas as: personal finances, healthy eating, healthy lifestyle, building relationships, employment, safety in the home, accompanying to leisure/educational/health facilities, risk taking, shopping, cooking and cleaning.
6. To be familiar with and work within the organisation and the service's values policies and procedures, maintaining records and reports accordingly and using email and the internet to communicate.
7. To preserve and respect the dignity and privacy of people and their families and observe confidentiality at all times.
8. To attend and participate in team meetings, supervisions, appraisals and training as requested and required by your Manager.
9. To follow best practice guidance regarding Safeguarding, Health and Safety and managing risks to promote independence.
10. To work flexibly and creatively to meet the needs of people by sharing week ends, bank holidays and people's holidays, as required.
11. To support anti-discrimination policies and procedures and promote equality of opportunity at all times.
12. To undertake such additional duties appropriate to the post and to support the organisation's wider goals by working flexibly across the organisation from time to time as determined by your manager.
13. To enable people to look after their own finances and medication and to support them in accordance with the agreed support plan.
14. To take additional responsibility for designated individuals.
15. To report any significant issues, notifiable events or concerns through line management channels.

This job description may be reviewed annually to meet changing service requirements.

Person Specification:

Category	Essential	Desirable
Values	<p>Commitment to the provision of high quality person-centred support to empower people with Learning Disabilities and Learning Difficulties.</p> <p>Understanding of the importance of choice, control, rights and empowerment.</p>	
Previous experience	<p>Current or previous experience of supporting/caring for others in a paid capacity.</p> <p>Working within a team.</p>	<p>Enabling people to access new opportunities.</p> <p>Working alone.</p>
Knowledge	<p>Knowledge of the needs and rights of people with a learning disability and an understanding of the issues which people may face.</p> <p>Knowledge of Health and Safety and Risk Management policies and procedures.</p>	<p>Knowledge of different communication methods.</p> <p>Knowledge of local community.</p>
Skills	<p>Communicate effectively and sensitively with different people, including a good standard of written English. To be able to report and record accurately.</p> <p>Support people in a creative way that respects choice, dignity, respect and privacy.</p> <p>Form and maintain effective working relationships with individuals, alongside their families, colleagues and partner organisations.</p> <p>Complete and maintain accurate written and financial records and follow policies and procedures.</p> <p>Able to work using own initiative, plan and prioritise workload, and contribute own ideas to support service delivery.</p> <p>Confident using email and the internet.</p>	<p>Able and interested in using IT to support alternative communication methods.</p>

Equal Opportunities and Diversity	Awareness of and commitment to promoting equal opportunities for all.	NVQ Level 2 in care related subject. Training and qualifications in related subjects such as health and safety, food hygiene, communication methods.
Training and development	Willingness to undertake training as required and to learn and develop new skills.	
General	Able to work flexibly to meet the needs of individuals, the service and organisation. Confident to work alone. Have a positive outlook. Car owner insured for business use and a current driving licence.	