



Job Description and Person Specification

Job details

Job title: Community Enablement Workers

Band: CW3

Reports to: Registered Manager

Responsible for: N/A

Directorate and Service area: Safeguarding and Wellbeing – Provider Services

Purpose of the job

The purpose of this job is to provide high quality support to customers. To enable them to remain independent whilst supporting their wellbeing, rights and choices. To also support with any reablement needs and providing personal support where required.

Principal responsibilities

1. To support people to live an independent life.
2. With reference to the individual's vocational profile provide practical and emotional support to customers to help them maintain independent living. In appropriate cases:
 - Assist customers with physical disabilities to carry out activities, hygiene routines and manage medication as directed to help maintain health and wellbeing.
 - Assist customers to undertake practical tasks to help maintain their physical wellbeing and/or improve their living and employment conditions.
3. With reference to the individual's vocational profile promote independence through the provision of information to customers and through liaison with carers, internal and external agencies. Part of your role will be to support people within their local community enabling them with volunteer placements, budgeting, employment, and future planning of goals.
4. You will be responsible for updating daily record sheets, any communication with outside agencies and ensuring that any changes to the individual's needs, are documented and reported to ensure that the vocational profile is a live document, whilst utilising departmental electronic record systems.
5. Undertake risk assessments, manual handling, and medication assessments in order to safeguard customers and staff, as well as to meet service standards.
6. You will be regularly reviewing the customers progress, monitoring the effectiveness and efficiency of development plans whilst documenting adjustments where necessary. You will ensure that all changes within the persons support needs are communicated.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> • Satisfactory clearance of an enhanced Disclosure and Barring service check. • Educated to GCSE or Equivalent • Care Certificate (or willing to work towards) 	<ul style="list-style-type: none"> • Level 2 or above in Health and Social Care or equivalent (or willing to work towards)
Experience and Knowledge	<ul style="list-style-type: none"> • Proven experience in health or care work 	<ul style="list-style-type: none"> • Experience of delivering care services in a community-based setting • Demonstrate an interest in working in this area and the ability to undertake the role
Ability and Skills	<ul style="list-style-type: none"> • Good verbal and written communication skills. Sufficient to write clear, concise, and accurate reports and to enable effective communication with a number of agencies. 	<ul style="list-style-type: none"> • Full driving licence and access to a vehicle

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to listen and interact effectively with and on behalf of customers and to react appropriately to a crisis situation • Practical approach to resolving problems and achieving results • Able to travel effectively to various locations • Flexible, adaptable, and tolerant to meet the needs of the service • Able to meet the physical requirements of the role • Ability to attend, successfully complete and understand the need for mandatory training • Able to inform customers on benefits and application systems • Able to work within set procedures and systems 	
Equal Opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. 	<ul style="list-style-type: none"> • Understanding of equality standards and diversity issues and their impact in social care services
Additional Factors	N/A	