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# Recruitment information

## Link Assistant, Casual

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**Your title**  
**Your team**

Casual Cobham Link Assistant  
Community Support Services

**You would be based**

Cobham Centre for the Community

**Your line manager**

Cobham Link Manager

**DBS check**

This post requires an enhanced DBS certificate in the adult workforce including a check of the adults' barred list.

Aspects of this role that require this level of check are around, having to step in on an emergency basis, and:

- In delivering Meals on Wheels, physically assisting adults in eating and drinking, e.g. plating up and / or cutting up their meals, bringing cutlery to them, filling a glass with water / another drink and bringing it to them. All this in the Meals on Wheels service-user's own home.
- In providing personal care at Cobham Centre for the Community, physically assisting and / or advising adults in eating and drinking, e.g. cutting up their meals, filling a glass with water / another drink, and toileting and washing and bathing / showering. All this either in the setting of one of Elmbridge Borough Council's Centres for the Community or when accompanying Cobham Link members on outings.

Please, refer to the Safeguarding Vulnerable Groups Act 2006 Schedule 4 Part 2 paragraph 7.



# Elmbridge

## Borough Council

*... bridging the communities ...*

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### About the role

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We have an exciting opportunity for a self-motivated, creative, and dynamic individual to support in providing activities at our successful Cobham Link service at our Cobham Centre for the Community on a casual basis.

You will need to be able to implement and assist in developing person-centered programmes to meet the needs of people with a low to moderate learning disability, concentrating on their physical, emotional and personal needs.

You will provide support in the direct provision of services for adults with learning disabilities across our Link projects.

You will carry out duties in accordance with the Centre's operational policy

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### The main purpose of the role:

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- Update service-user files and keep clear and appropriate records, maintaining confidentiality always.
- Supervise the arrival and registration of service-users to the Centre and ensure safe departure.
- Support in the delivery of safe and meaningful activities.
- Understand health and safety requirements, first aid procedures and fire regulations and ensure that a clean and safe working environment is maintained.
- Attend and contribute to formal staff meetings, training and team meetings as required.
- Ensure that tools and equipment are appropriately maintained

- To be aware of abuse of vulnerable adults and report any observations and concerns to the Cobham Centre Manager.
- To apply the principles of first aid when required within the Centre and complete accident and near miss reports as appropriate.

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## Specific duties and responsibilities

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- Implement and assist in developing programmes including the provision for the special needs of people of all levels of age and disability, concentrating on their physical, emotional and personal needs.
- Select, devise, and prepare appropriate teaching aids and resources for individual and group sessions
- To welcome new members of Cobham Link to the Centre and help to maintain a happy and comfortable environment.
- To establish and maintain an effective relationship with Cobham Link members, carers and other professionals.
- To assist on a 1:1 basis to support personalised programmes
- To assist with mobility and escorting Cobham Link members on and off Elmbridge Community Transport minibuses.
- To assist with serving of lunches and refreshments.
- To assist Cobham Link members to maintain adequate standards of nutrition and inform the Cobham Link Manager of any concerns.
- To accompany Cobham Link members on outings away from the Centre.
- Attend to the physical and emotional needs of Cobham Link members, including supporting people with all aspects of their personal care.
- Based on a person-centred plan for the individual, carry out a range of activities according to the individual needs of Cobham Link members, ensuring they incorporate social education, self-care, independent living skills and employment opportunities. Providing instruction in specific and relevant skills to enable people with a learning / physical disability achieve their full potential.

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

**Casual Cobham Link Assistant****Post No: Y00655****Team: Community Support Services****Hours: Various, as required. Cobham Link operates Monday – Friday. Assignments are typically 5 hours per day (10am – 3pm).****Salary: SCP 11 – 18. £11.13 - £12.74 per hour (FTE £20,899 - £23,912 p.a.)****Car Allowance: N/A**

<b>Key requirements</b>		<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
<b>Qualifications and Education</b>			
1	Good standard of education	Essential	A/I
2	Level 2 in Adult social care	Desirable	A/I
3	Completed care certificate or willingness to undertake.	Desirable	A/I
<b>Experience</b>			
4	Experience of working with people with learning disabilities, including working with people who have a profound disability and/or challenging behaviors.	Essential	A/I
5	Experience supporting with personal care and doing so in a respectful and dignified way	Desirable	A/I
6	Knowledge and experience of working with older people, people with specific needs e.g. dementia	Desirable	A/I
7	Working with carers	Desirable	A/I
8	Working in a care environment.	Essential	A/I
9	Experience of working as part of a multi-disciplinary team.	Essential	A/I
10	Experience of working with volunteers	Desirable	A/I

<b>Knowledge, skills and abilities</b>			
11	Ability to teach skills to others and record progress made	Essential	A/I
12	Ability to communicate with older people, people with learning disabilities and carers.	Essential	A/I
13	Ability to lift and perform care tasks and work with extremely active and lively people	Essential	A/I
14	Ability to work as a member of a team.	Essential	A/I
15	Ability to be proactive.	Essential	A/I
16	Ability to work in partnership with other professionals and social care agencies.	Essential	A/I
17	Knowledge of community care.	Essential	A/I
18	Ability to produce reports and maintain social care records.	Essential	A/I
19	Ability to work under pressure and on your own initiative.	Essential	A/I
20	Adaptability.	Essential	A/I
21	Flexibility.	Essential	A/I
22	Confidentiality and discretion.	Essential	A/I
<b>Special requirements</b>			
23	Flexible with respect to working hours.	Essential	A/I
24	An Enhanced DBS check is required for this position (this can be obtained after the post is offered)	Essential	A/I
25	Develops solutions to best meet the needs of the customer.	Essential	A/I
26	The Ability to be innovative and creative in the delivery of services.	Essential	A/I