**RELIEF CARE OFFICER**

**Job Description:**

Phew Respite Centre provides care for people with severe learning difficulties. There are 14 en-suite bedrooms (4 of which are High Dependency Rooms) and various different facilities.

As a Care Officer you will be required to work shifts (day shift 7.45am – 3pm, back shift 2.45pm – 10pm and may include night shift 10pm – 8am.)

**Essential Skills:**

* Must be 18+ as providing personal care
* Ability to work on own initiative
* Personable and have a genuine care for others
* Understanding of client group (learning difficulties, Autism, Aspersers)
* Knowledge of Health & Safety Issues
* Flexible availability
* Good literacy and communication skills

**Desirable Sills:**

* SVQ Level 3
* Driving License

**Responsibilities:**

* Assisting service users with day to day activities and personal care such as washing, personal hygiene, dressing and eating
* Providing physical and mental stimulation by taking part in recreational and social activities with service users, both individually and as a group
* To ensure the ethos of choice and flexibility through the process of information and communication in a manner that promotes the person as an individual
* To promote high standards of care relating to the users of the service
* To be familiar with and ensure all aspects of an individual’s care plan is implemented and updated as necessary
* Understand the needs of the group and service provided by the organization

**Tasks Include:**

* Filing, Administration duties, Health & Safety, Report Writing, General Housekeeping and Care Tasks

**Management:**

* Participate in the operation of “key worker” system
* Promote within the service all means of effective communication
* To be aware and work within all organizational policy guidelines

**Administration:**

* To prepare and file work as required timeously and to a high standard

**General:**

* To help promote positive aspects of team working
* To promote anti-discriminatory practice and organizational values in all working practice
* To undertake work as determined by the Manager or other senior nominated persons in respect of exigencies of the service
* To ensure attendance of approved/nominated training courses outlined by the care standards and up to date training covering Autistic Spectrum Disorder.

All positions are subject to Criminal Records Disclosure.

This is an extremely rewarding and fulfilling position for the right candidate. If you feel that you have the right skills and attitude to join our winning team then please apply by forwarding to CV.

Phew Respite Centre is committed to promoting equality of opportunity in recruitment, employment, continuity, training and career development. We consistently strive to weave diversity into the fabric of everything we do. It is of the utmost importance that we are able to create an environment that respects, welcomes and enables staff to reach their full potential.