



Care Team Member Level 1

Job Description

Salary Scale: £17,495 to £18,561 (FTE)

Hours: 37.5 hours per week including weekend and evening work

Responsible To: Director of Care

Role Summary

To provide holistic care and support to children with life limiting and life threatening conditions and their families. The post holder will be required to provide care across a range of settings in the community and at the hospice. The job includes regular evening, weekend and overnight working.

The post holder will work in collaboration with other services, providing care and support for the child and family.

This post is based at Russell House, however staff will be expected to provide care in the community as required by the service.

Main Duties and Key Responsibilities

- To deliver holistic care and support to children and families in the community or in the hospice, following relevant care plans and under the supervision of the nurses and care managers. This includes regular evening, weekend and overnight working.
- To deliver care that is family centred, evidence based and meets all statutory requirements.
- To assess, plan, deliver and evaluate play programmes for children with varying ability, development and interests, in collaboration with the play specialists.
- To participate in play and learning activities for children following the identified play programme.
- To provide pre and post bereavement support to families, either in the hospice or the family home, as agreed with the Team Leaders as part of the family support plan.
- To act promptly should any changes be observed in the child's condition, seeking advice and reporting back to the Care Team Leaders or the nurse in charge, as appropriate.
- To undertake child specific delegated care tasks following completion of proficiency training and assessment.

- To provide 'basic cares' for children and young people with complex needs, including feeding, bathing, toileting and moving and handling.
- To be able to use with confidence equipment and aids necessary for the care of the designated child, following assessment and training and to report any faults promptly to the appropriate person.
- To participate as a team member in other activities which complete the care cycle, i.e. laundry, meals, ad hoc light domestic duties and outings with the young person and their family.
- To provide support and assistance to other team members when carrying out nursing procedures or family support activities. This includes siblings.
- To complete core competencies associated within the role within 6 months of appointment and to use this knowledge to safely undertake care delivery.
- To take responsibility to maintain achieved competencies and attend appropriate updates.
- To share knowledge and skills with Care Team colleagues, providing support and training where appropriate.
- To be responsible for your own ongoing practice development and lifelong learning, including actively participating in appraisal, practice supervision, reflective practice, education and training.
- To work within the relevant legal, ethical and professional frameworks applicable to children's' palliative care practice in the community and hospice at all times.
- To maintain effective communication and collaborative working with hospice colleagues and other agencies involved with the care of the children and families.
- To ensure that children's or young people's and family feedback is brought to the attention of their named Care Team Leader or the Nurse in Charge.
- To liaise effectively with members of the public, including receiving donations and passing on media enquiries to the Director of Care.
- To report any equipment, maintenance and safety issues to the Care Team Administrator and maintenance staff, ensuring that all hospice property is well looked after and maintained.
- To inform the Care Team Administrator of any ordering required to facilitate good stock control for all clinical and pharmacy stores.
- To undertake any other duties as are within the scope, spirit and purpose of the job, the title of the post and it's grading, as requested by your line manager or his/her higher level of authority.

General requirements:

- Maintain confidentiality in all areas of work.
- Ensure that your conduct within and outside of the hospice does not conflict with professional expectations.
- Actively support and promote the hospice and all its policies.
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Ensure the respect, dignity and rights to privacy of children, young people and their families as far as possible.

The role of volunteers is integral with the work of the hospice, and paid staff are required to underpin this in their attitude and actions.

The managerial and clinical philosophy of the Forget Me Not Children's Hospice care services is based on an interdisciplinary 'generic role' approach. All staff, regardless of their grade or discipline are required to participate according to this concept. All staff must be able to project the philosophy and concept of our hospice care services.

Personal Attributes

Essential

- NVQ level 2 (health and social care) qualification or equivalent;
- IT literate (e.g. Microsoft packages);
- Experience of working with children in a professional children's setting such as early years, learning disability, education or healthcare;
- Evidence of working effectively within a team with an enthusiastic and confident approach to work;
- Proven track record of reliability;
- Evidence of a good standard of written and oral communication skills;
- Able to interpret and follow basic written instructions, such as care plans;
- Able to demonstrate a flexible attitude and approach to the changing work environment;
- Able to adapt working patterns to provide the flexibility of service required by the families seeking hospice care services;
- Able and willing to work within a palliative care environment;
- Able to adopt a mature approach to personal and professional boundary setting with children and their families;
- Ability to act on own initiative in delivering care, recognising when to seek supervision and advice from a more experienced member of the team;
- Ability to learn to use equipment to carry out designated nursing tasks such as hoists, suction machines, oxygen equipment;
- Ability to observe and report changes in the child's condition to the care team leader or nurse in charge and parent;
- The ability to travel promptly between places of work, often at short notice;
- Full driving licence and use of a car for work purposes.

Desirable

- Knowledge of current legislation relating to children & young people including best practice in safeguarding children;
- Knowledge of the wide range of services available to children and families in the locality;
- Childcare and Learning Development (CCLD)/CHCHE/ BTEC/NVQ level 3, or equivalent;
- Experience of working in a palliative care service;
- Play skills and previous experience;
- Experience of providing community care services;
- Experience of working with volunteers ;
- Experience of using technology and complex equipment in the delivery of care;
- Experience of mentoring and sharing expertise with other staff.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.