

**ROYAL BOROUGH OF GREENWICH**

**JOB DESCRIPTION**

**DEPARTMENT**      **Health and Adult Services**      **POSTHOLDER**

**SECTION**              **Greenwich Living Options**      **GRADE 4**

**POST DESIGNATION (TITLE)** **Bank Worker – Learning Disability**

Purpose of Job:

Learning Disabilities In-House Provision, as part of its establishment, has a Bank Worker Service that supports Greenwich Living Options and The Day Opportunities Service. It is crucial that these services maintain an optimum staffing structure at all times for people who use the service (including bank holidays). In this respect the Bank Worker role may be required to work within either of these services. The skills and knowledge required to work in these areas will be the same as noted in the description below. Bank Workers will be deployed based on the needs of the service at the time and appropriate notice will be given prior to commencement of work. Any learning and development required to undertake the duties of the respective roles such as induction and ongoing learning will be fully supported.

- i) To work as part of a bank of workers to provide support to Greenwich Living Options homes, and Day Opportunities services, to ensure that an optimum and safe staffing structure is always maintained.
- ii) To work withing all services within Greenwich Living options and Day opportunities
- iii) To be deployed based on the day to day needs of the services.

Main Duties:

1. To respectfully assist residents in all aspects of personal care, which will include bathing, moving & handling, toileting (dealing with incontinence) personal hygiene, feeding, dressing and personal appearance.
2. To support residents to participate in appropriate community activities such as swimming, Adult Education classes, attend places of worship etc.

3. To help residents develop their skills, through the use of Skills Training plans, Life Plans and individual programmes.
4. To assist and encourage residents in developing links with the local community through the use of local services.
5. To share in the units' practical tasks e.g., cooking, cleaning, gardening, home maintenance, and laundry.
6. To carry out administrative procedures already established i.e., handling and recording finances, maintain household written records such as diaries, communication books, and residents records, in accordance with GDPR.
7. To assist with administering medication in accordance with the Medication Policy.
8. Sleep-in shifts, as required (in residential units).
9. To provide a range of activities and experiences for residents.
10. To be responsible for maintaining confidentiality in relation to service information.
11. To be responsible for generally assisting the service to provide high quality care and a customer friendly service.
12. In accordance with the health and safety at work act (1974) to be responsible for looking after your own safety and the safety of others.
13. To take responsibility for the security of the building and residents whilst on duty.
14. To have responsibility for implementing all Royal Borough of Greenwich Council policies and procedures, e.g., Health and Safety, Accident, Equal Opportunities, Complaints.
15. To be responsible for the proper maintenance and use of equipment and materials.
16. At all times to work within the Aims and Objectives of the organisation.
17. To carry out other such tasks as required by the Unit Manager.
18. To complete all required training provided, including completion of the Care certificate.
19. To undertake any other work appropriate to the level and general nature of the post's duties.
20. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
21. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.

22.To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

23. *This post requires an Enhanced DBS with adult's barred list and will be supported by Safer Recruitment tools*

24.You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

**Designation of the Post to which the Post-Holder normally reports to:** Provisions Bank Co-Ordinator