**Care Team Member**

Job Description

**Job Title:** Care Team Member

**Accountable to:**  Clinical Leads

**Responsible to:**  Registered Manager

**Main purpose of post:**

* To always provide a high standard of care and practise.
* To work as part of a multidisciplinary team, delivering care that focuses directly on the needs of the children/young people and families
* Where appropriate work without direct supervision, delivering care independently in line with the individuals careplan.

**Main responsibilities**

**Care**

* Ensure a high standard of care, in accordance with Francis House Policies and Procedures. Providing holistic, young person/parent centred care (physical, emotional, social and spiritual for the children/young people on our roll and their families) (to include feeding, washing, play outings in addition to all aspects of good care).
* To accurately monitor and document the care for the Children and Young people and ensure the care provided adheres to their individual care plans.
* To participate in checking, calculating doses and administering medicines to Children and Young People following Francis House medicine management Policy.
* To be competent in defined clinical competencies and individual care needs (Full training will be provided).
* To comply with manual handling procedures.
* Ensure the respect, dignity and rights of Children, young people and their families are always upheld.
* Work as part of a team contributing to the efficient running of Francis House. Respecting all team members.
* To participate equally with other care team members in general household duties, this includes washing, ironing, cleaning the bedrooms, preparing meals in the absence of the chef.
* To be responsible and adopt a positive approach in the process of preventing and controlling infections.
* To maintain appropriate clinical records ensuring that they are stored securely and confidentially.
* To promote the philosophy and ethos of Francis House Family Trust.

**Quality Assurance**

* Contribute to the management of quality assurance issues reporting and recording incidents, responding to complaints and feedback inline with Francis House policy and standard operating procedures.
* Participate in the formation of risk assessments for children and young people in your care, reporting and recording all incidents, accidents and near misses and actively participating in any corrective action required to minimise future risk.
* Adhere to Francis House policies and procedures to prevent infection.
* Contribute to the safeguarding of all children and young people and identifying any areas of concern and reporting them in a timely way, following the Francis House Safeguarding policy.

**Health and Safety**

* To be responsible and assist in the process of preventing and controlling infections.
* Ensure all equipment is utilised and stored safely and ready for use to support the need of the children and young people. Including reporting any faulty equipment.
* Comply with the requirements of Health and Safety legislation, adopting a preventative approach towards health and safety of children, young people, families, visitors and staff.
* To undertake mandatory training as required by Francis House.

**Communication**

* Contribute positively to discussions and participate in shared decision making.
* Ensure effective communication including the dissemination of information accurately and timely to support effective team working.
* Work collaboratively within the multi-disciplinary teams both internally and externally to Francis House.
* Act always as an ambassador of the Hospice and maintain positive and effective communication both internally and externally in representing the Hospice.
* Produce clear, legible, and consistent written documentation in accordance with professional standards e.g NMC
* To maintain confidentiality in all aspects of the role.

**Professional**

* Each employee has an individual responsibility for identifying their own personal development and educational needs.
* Each employee will actively participate in mandatory training and successfully complete all relevant role related training and competencies within an agreed timescale.
* Present a proactive approach to personal and professional development, participating in supervision, annual appraisals and learning opportunities.
* Support the education and professional development of new staff and students

**This job description does not attempt to describe all aspects of the role, but indicates the general role required. It is open to review and as a result alterations and additions may be made.**

**Person Specification**

**Careteam Member**

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| **Criteria** | **Essential** | **Desirable** |
| **Professional/Qualifications and specialist training** | NVQ Level 3 in Child Care or equivalent.  Evidence of the desire to commit to continued professional development. | Training in Counselling or Bereavement support. |
| **Knowledge/Proven ability** | Proven ability of working with Children or young people in a health or education setting.  Knowledge of Safeguarding issues. | Proven ability in Palliative care setting or caring for children and young people with complex needs. |
| **Skills and abilities** | Evidence of well-practised communication skills verbal and written.  Ability to record information in a concise, accurate and legible manner.  Ability to work through competencies in all core clinical skills.  Relate well with children, young people, families and other health care professionals. | Competent in core clinical skills.  IT Literate. |
| **Personal Qualities** | Honest and Trustworthy.  Have a flexible approach – able to cover a range of shifts in a 24 hour period.  Recognition of own limitations. | Proven ability to deal with complex and difficult emotional situations. |