**Care Team Member**

**Responsible to:** Care Team Leader

**Hours of Work:** 37.5 or 25 per week, 12.5-hour shifts with a requirement to work unsocial hours as needed including evenings, weekends, nights and Bank Holidays.

**Place of Work:** Martin House and in the Community providing Hospice @ Home

**Overall Purpose of Role:**

To provide specialist paediatric and adult palliative care, in partnership with a multidisciplinary team, both within Martin House Hospice and in the community,

**Tasks and duties:**

* To provide holistic 1 to 1 care to children and young people, including activities such as play and recreation as well as attending to the child or young person’s physical and emotional needs.
* To pro-actively keep up to date with clinical competencies and e-learning
* Support the administration of medication.
* To carry out personal care as required
* Support children and young people to access community, social and leisure activities.
* Actively participate in assigned governance group.
* To work flexibly alongside children, young people and families respecting the child or young person’s routine of care.
* To ensure that care routines and practice are documented accurately on the relevant system and clearly communicated.
* Undertake regular contact calls with assigned families to meet their specific needs.
* To plan and deliver Hospice at home when and where required.
* To participate in general household activities when required, to support the running of the Hospice
* To support children and young people in the Hydrotherapy pool as required
* To ensure accurate and contemporaneous record adhering to standards of confidentiality at all times.
* To hold each member of the multi-disciplinary team in positive regard and to foster a culture of respect and consideration.
* To undertake moving and handling techniques, including the use of hoists, pushing wheelchairs and clamping within vehicles
* To work closely with the Care Team Leader on each shift and inform them of any issues that need resolving.

**Health & safety:**

* To be aware of the safety needs of the children, young people siblings, parents, and colleagues and adopt a preventative safety approach to all times.
* To report all accidents incidents and untoward incidents as appropriate
* To be aware of your health and safety responsibilities as an employee and adhere to these.

**Personal development:**

* To adopt a positive and reflective approach to personal and professional development.
* To undertake core competencies for clinical skills and specific training and to remain updated.
* To work in conjunction with the education team to develop your practice
* Support the wider team to ensure high standards of care are delivered.
* Be committed to Martin House’s values – Excellence, Respect, Integrity and Compassion

**All Martin House Employees are expected to:**

* Uphold the values of Martin House and always behave in a professional manner.
* Value equality diversity and inclusion and comply with relevant equality legislation.
* Attend 1:1s with line manager, team meetings and annual appraisals.
* Take part in all relevant mandatory training and any other education and training considered necessary to carry out the role.
* Take responsibility for one’s own personal development.
* Cooperate with colleagues, encourage, and support positive working relationships (both internally and externally) and foster a culture of respect and consideration at work.
* Establish and maintain effective communication with relevant individuals and groups, both internally and externally.
* Take responsibility for one’s own health and safety and the health and safety of others whilst at work and comply with Health and Safety legislation.
* Comply with information governance requirements and always maintain confidentiality, in accordance with Professional code of conduct and/or safeguarding procedures.
* Work within all Martin House policies and procedures.
* Communicate a positive image of Martin House and protect its reputation.
* Undertake any other duties as reasonably required

This job description reflects the present requirements of the post and will form the basis of performance appraisal. As duties and responsibilities change and develop the job description will be reviewed and necessary changes made with consultation.

Care team members will be required work in the community to support our children and families at home and therefore will need drive a Martin House pool car and have access to their own vehicle for business purpose to allow them to fulfil the remit of their role.

Martin House has a multi-professional; multi-skilled team seeking to reach out to each family in a way that most helps them. Because of this team members may be expected to accept a different or unusual task or role

In order to provide a good standard of care at all times, all care team members will work a variety of shifts, including night duty, weekends and bank holidays

**Safeguarding Children, Young People and Adults and Risk**

Martin House is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all employees to share this commitment.

**Equality Statement:**

All employees will demonstrate commitment to and actively promote Martin House’s commitment to value and respect equality, diversity and inclusion in all aspects of their duties and working relationships.

**Person Specification**

**Qualifications & Relevant Work Experience:**

Essential

* Experience of working in a care setting, preferably with children and young adults
* Good level of education including GCSE’s (grade 4 or above) including English and Mathematics (or equivalent).

Desirable

* Experience of working in a palliative care setting
* Experience of caring for children with special educational needs.

**Knowledge and Skills:**

* Excellent verbal and organisational skills
* Knowledge of current legislation relating to children and young people including best practice in safeguarding children.
* Strong organisational skills to manage multiple priorities effectively while maintaining attention to detail.
* Proficiency in using electronic health record systems for documentation purpose
* Ability to document clear and concise details of care routines and practice.
* Excellent interpersonal skills
* Evidenced ability to adopt a proactive approach to reporting and resolving health and safety issues.
* Demonstrable commitment to maintaining own professional development.
* Proficiency with a range of IT systems
* An understanding of care practice within a palliative care service (desirable)

**Attributes:**

* Ability to communicate sensitively with children, young people and families in line with Martin House’s values and expectations.
* Ability to work collaboratively as part of a team.
* Ability to demonstrate respect for children, young people, their families and colleagues.
* Outstanding care skills with a focus on empathy, compassion, and active listening.
* Ability to work independently as well as part of a collaborative team environment.
* Diplomacy and advocacy skills in relation to children, young people and families and other external agencies and within Martin House
* Ability to work within a palliative care environment.
* Positive attitude, proactive and flexible.
* Ability to meet set targets and work to deadlines.
* Enthusiastic approach to work with a genuine passion to see Martin House Children’s Hospice succeed in its strategic objectives.
* Ability to adapt and reprioritise at short notice based on the immediate needs of the children and young people and their families.

**Other essential requirements**

* In order to carry out Hospice@Home, access to a car for business use and ability to drive Martin house Pool Cars is essential.
* As we work with children and adults at risk this role is subject to an Enhanced DBS check with child and adult barring
* Willing to undergo immunisation checks and immunisations where applicable
* Ability to provide evidence of right to work in the UK