

## Holiday Care Assistant

<b>Reporting to:</b>	Holiday Care Team Leader
<b>Hours:</b>	37.5 hours per week
<b>Location:</b>	Sandpipers Centre, Southport/Jubilee Lodge, Chigwell
<b>Salary:</b>	£11 per hour

### Providing unforgettable breaks for nearly 60 years

Our essential short breaks boost wellbeing, rejuvenate relationships and bring disabled people and carers closer together. We create revitalising breaks filled with entertainment and new experiences, backed up by 24-hour expert care and much needed reassurance for our guests. Without Revitalise, some time away from the challenges of everyday life would simply be out of reach for many disabled people and their families.

At Revitalise, we like to come to work determined that the world is going to be a slightly better place for people at the end of today than it was yesterday, and that we're going to help make that happen.

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#### Purpose of the role

- To ensure that every guest has a great experience during their stay by providing reliable and personalised care
  - To build relationships with guests and be a vital part of their holiday experience
  - To provide essential administrative support such as medical administration and clear, accurate record-keeping.
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## **Specific duties will include**

- Providing reliable and respectful care and support to each guest in accordance with their holiday care plan; ensuring thorough reading and familiarising yourself with the plan.
- Actively engaging with guests and their companions to get to know them, so you are confident in understanding each person's needs and wishes for their stay.
- Effectively communicating with guests in way which is respectful and responds to their preferred communication methods.
- Providing personal care to every guest with respect, sensitivity and within the requirements and wishes of their holiday care plan.
- Supporting with medication administration as directed by the nurse or team leader
- Participating in activities with guests to contribute to their wider holiday experience, providing discreet and respectful support enabling them to properly engage and enjoy the activities.
- Accurately completing:
  - clear and accurate records of care and support using our agreed electronic care recording system,
  - records for guest care interventions, ensuring full records are in place and maintained using electronic care recording systems,
  - timely (contemporaneous) records of any observed or disclosed concerns by guests or their companions.
  - agreed reporting forms for accidents and incidents and ensuring that these are passed to managers for review, action and storage,
  - any additional records required under Revitalise procedures
- Completing and maintaining team communications using agreed recording processes.

## **Personal development**

- Undertaking all mandatory and any additional training to inform and guide care practice, safety practice and health care support
- Attending all induction and other mandatory training as required by Revitalise to ensure your professional skills are enhanced and kept up to date
- To keep abreast of the activities of the wider charity and current trends in the social care sector.

## **Other requirements**

- Reporting any incidents or allegations of abuse in line with Safeguarding Vulnerable Adult Policies
- Promoting inclusive and anti-discriminatory practice throughout your work
- Adhering to Revitalise's policies and procedures relevant to this role

- Immediately report any safety concerns or any matter of concern to the manager
- Successful completion of the Care Certificate within 12 weeks of starting

**The list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant review and appropriate modification.**

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## Person Specification

This role requires you to complete the Care Certificate within 12 weeks of start of employment.

We need you to use the application form or your CV covering letter to give evidence of how you meet the requirements in each point listed below.

### Experience

1. Experience of working effectively with others as part of a team, either in employment or through volunteering. (Previous experience of working or volunteering in a care setting is not essential as full training and supervision is provided).

### Skills, Knowledge and Abilities

2. Genuine interest in and commitment to working with Revitalise's guest group.
3. Some understanding of what providing care to vulnerable people involves, and a real commitment to doing this work. (Some experience of providing care informally in a personal capacity would be helpful).
4. A demonstrable commitment to Revitalise's values in all personal and professional behaviours: **inclusive, change-maker, passionate, caring, joyful, hardworking.**
5. Willingness and ability to use digital recording systems and apps.
6. Willingness and ability to comply with policies and procedures and instructions
7. Commitment to diversity and inclusion in delivering the service
8. Excellent time-keeping and attendance

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## To apply

To apply for this role at Sandpipers in Southport, please send your CV and covering letter to [amorley@revitalise.org.uk](mailto:amorley@revitalise.org.uk).

To apply for this role at Jubilee Lodge in Essex, please send your CV and covering letter to [khagerty@revitalise.org.uk](mailto:khagerty@revitalise.org.uk).

It is important that your covering letter:

- explains why you are interested in this role and in working for Revitalise
- describes your experience and attributes against all the numbered items on the Person Specification for the role, giving us clear examples