

NORTH LANARKSHIRE COUNCIL

REPORT

TO: Social Work Committee	Subject: Home Care - Creation of Grade 3 Home Support Worker Post
FROM: Jim Dickie, Director of Social Work	
DATE OF COMMITTEE: 18th April, 2000	
REPORT AUTHOR: C. Clelland	
REF: JD/RP/CC	

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the Committee's approval to create the post of Grade 3 Home Support Worker.

2 BACKGROUND

- 2.1 The Home Care Review previously reported to Committee on a number of occasions identified a new staffing model for home care staff. In approving the staffing model Committee allowed the introduction of Grade 1 and 2 Home Care staff. This reflected variations in work between simple home care assistance and more complex involvement with clients.
- 2.2 The introduction of Grade 1 and 2 staff, together with other innovations such as the Intensive Home Support Project, the expansion of the Out of Hours Service and the development of supported living packages has contributed to a dramatic increase in the provision of service to clients with very complex needs. Features of these packages of care include large staffing groups, care throughout a 24 hour period and complex care arrangements which require continuous monitoring and adjustment.
- 2.3 The aforementioned features indicate the need for a further tier in the grade structure for home care to allow such care packages to be properly supported.

3 PROPOSALS

- 3.1 It is proposed that the Home Support Worker service which presently allows for Grade 1 and 2 Home Support Workers be extended to create a new Grade 3 post. (A copy of the Job Description is attached as Appendix A").
- 3.2 Features of a Grade 3 Home Support Worker role would include:

- ◆ Provide a key communication link in relation to the provision of service between Home Support Manager, Home Support Team workers, service users and carers.
- ◆ Make adjustments within the care plan, within the agreed parameters, as necessary to ensure the provision of a flexible service to meet the client's needs and choices.
- ◆ To monitor completion of essential daily tasks in line with the care plan; co-ordinate and record necessary adjustments, and action taken.
- ◆ To overview the effectiveness of the service provision and inform line manager accordingly.

3.3 Although the Grade 3 Home Support Worker will have specific duties associated with the post, there will be a proportion of direct client support and this will encompass all of the duties of Grade 1 and 2 Home Support Workers.

3.4 At the present the projected number of complex packages suggest the need for 20 full-time equivalent Grade 3 posts across the authority, and it would be intended to build to this number incrementally over the current year.

3.5 It is proposed that the salary the Grade 3 Home Support Worker post would be set at a fixed point on the APT & C Residential Conditions, namely:

Spinal Column Point 17 £12,951 per annum £6.55 per hour

3.6 It is proposed that the grading of the Grade 3 Home Support Worker will be reviewed after 12 months, allowing a period for the posts to bed in and provide operational experience, regarding the appropriateness of the grade.

3.7 Consultation on the nature and grade of the post have taken place with UNISON and T&G who are the two major Trade Unions involved. GMB have been kept informed of meetings and proposals but have chosen not to be represented at meetings where the proposals were being discussed.

4 RESOURCES

4.1 The costs associated with the creation of Grade 3 Home Support Workers will be met from the revenue budgets available to support clients within the project.

5. RECOMMENDATION

- 5.1 Committee is asked to approve the creation of the posts of Grade 3 Home Support Workers as detailed in 3.4 and 3.5 above.
- 5.2 Remit to the Personnel Committee for their interest.



Jim Dickie
Director of Social Work
5 April 2000

For further information on this report please contact , Principal Officer (Community Care)
(TEL: 01698 332031)

**North Lanarkshire Council
Social Work Department
Home Support Service**

Job Description

Post Title: Home Support Link Worker
Grade of Post: Home Support Worker Grade 3
Salary:
Main Function

To ensure the provision of a quality and flexible service to high dependency service users. The post holder will work as part of a team of home support workers providing an agreed package of care for an individual or household group of service users. There will be a proportion of direct client support and this will encompass all of the duties of Grade 1 and 2 Home Support Workers.

All duties detailed below will be undertaken within parameters appropriate to the post and agreed by the Home Support Manager.

Main Activities

1. To be aware of the general policies of the Council and the Department to the extent that these policies affect the tasks undertaken.
2. To provide a key communication link in relation to the provision of service between home support manager, home support team workers, service users and carers.
3. To represent Home Support Team's input at case discussions and reviews.
4. To make adjustments within the care plan, within the agreed parameters, as necessary to ensure the provision of a flexible service to meet the clients needs and choices.
5. To monitor completion of essential daily tasks in line with the care plan; co-ordinate and record necessary adjustments, and action taken.
6. To overview the effectiveness of the service provision and inform line manager accordingly.
7. To monitor the recording systems located within clients home are being completed; to ensure issues emerging are reported to line manager timeously.
8. To prepare written reports for inclusion in client reviews.
10. To undertake such other duties as may be prescribed by Home Support Manager.