



ellenor Children's Hospice Care

## JOB DESCRIPTION

### Respite/Short Breaks

**JOB TITLE:** Children's Care Assistant  
**Reporting to:** Clinical Lead Children's Service  
**Responsible to:** Director of Care  
**Salary:** £20,374 – £21,178

ellenor is the provider of all-encompassing hospice care for both adults and children living in North Kent and Bexley.

Our services for adults include Inpatient ward, Living Well programme, Hospice at Home, Care Home Support Team and a range of Wellbeing services, including Therapies. For children in Dartford Gravesham and Swanley we provide clinical nursing support working with children's families to provide care at their place of choice, which is often their own home. This means the children can receive care in familiar surroundings. In addition, for Children in Dartford Gravesham Swanley and Bexley we provide respite and wellbeing services which include, Play therapy, Music Therapy, Counselling, Bereavement support to mention just a few.

Our strategic aims recognise our role in leading the development of services to the wider community for patients with life limiting conditions for both palliative care and at the end of life, and we see an increasing role in education and training and as a coordinator for providing the best possible palliative care to more people and families.

The In-patient Ward currently has 7 beds, and the model is a multi-disciplinary approach. The medical team provides medical support to the patients, including ward rounds, admissions, and MDT meetings.

There is an outpatient Adult Living Well Service, out-patient clinics along with Physiotherapy, Occupational Therapy and Wellbeing Services provided including Complementary Therapy, Counselling, bereavement and family and carers support, and Chaplaincy.

The Community Service comprises the Adult Hospice at Home Team and also a Care Home Support Team. The medical team provides support to this service by reviewing patients in clinics, at home and in nursing homes.

The Children's service provides specialist nursing support across Dartford, Gravesham and Swanley, in addition our Childrens Respite service provides hands on nursing and short breaks to children with cancer or palliative care needs in their own homes across Dartford, Gravesham and Swanley and Bexley. The medical support for the Children's team is provided by the children's own GP and the Consultants at the Tertiary centres in London

The population of the core area (Dartford, Gravesham and Swanley), where both adult and children's services are provided; is approximately 270,000 people, with over 45,000 adults above the age of 65. The children's service area also extends to Bexley with a total current caseload from all areas covered of around 65 children.

### **Role Purpose:**

The post holder will work as part of our Respite Team, in direct partnership with our team of Specialist Children's Nurses. You will be providing 1:1 care to individual children and young people with life limiting/life threatening conditions in their own homes or other community settings. You will also help develop, plan and deliver group activities for children and young people aged 0-19 and their families.

You will be expected to work in partnership with the child and family, working in a sensitive and professional manner, to ensure that the child's emotional, social and physical needs are met in a way which enhances their quality of life. You will undertake a range of duties to support the personal care needs of the child/young person, and you will be supported to undertake training to meet any complex healthcare needs

### **Internal Key relationships**

- Chief Executive
- Director of Care
- Deputy Director of Care
- Executive Management Team
- Senior Management Team
- Inpatient Unit
- Adult Hospice @ Home Service
- Children's service clinical team
- Play Therapist
- Music Therapist
- Wellbeing Team
- Facilities staff
- Clinical administration department

### **External Key relationships (this list is not exhaustive but identifies some of the key stakeholders)**

- Tertiary Centres
- Paediatric Consultants
- Local community groups
- Children's Community Services (including nursing and therapies)
- GP Federation
- Dartford, Gravesham & Swanley Children's Community Nursing Team
- Oxleas Children's Community Nursing Team
- Local Kent and London Children's Hospices

**The duties outlined below are not definitive and may be changed in accordance with the needs of the organisation.**

## Duties and Responsibilities:

### Service delivery:

- To provide holistic planned care under the guidance of the Clinical Nursing team, whilst working in collaboration with the family, education, health and social services. This care will encompass all aspects of the child/young person's needs including physical, social and emotional elements.
- To contribute to the monitoring and review of care plans by communicating any changes to a child's care needs.
- To have knowledge of Safeguarding Children procedures and policies, have the ability to recognise a child at risk, and know how to escalate this to ensure the child's safety.

### Clinical:

- To provide 1:1 care to children in their own homes according to their individualised care plan. This may include feeding, washing, play and general activities to help support families
- To participate in the planning and provision of groups and family activities.
- Play is recognised as an important activity for all children. The post holder is responsible for planning and providing a stimulating and enjoyable environment appropriate to the child's developmental stage.
- To carry out extended role nursing procedures as appropriate to the current caseload. For example (but not exclusively) tube feeding, tracheostomy care, non-invasive ventilation, suctioning and use of a cough assist machine. The post holder will receive appropriate support and training to undertake these skills, and following a period of supervised practice will then go through a competency assessment . A list of additional skills achieved will be added to the post-holder's personnel file

### Administrative:

- To work respectfully and sensitively within the family home, ensuring that confidentiality is maintained and protected at all times.
- To ensure that information is communicated and documented effectively to the clinical nurse team or other professionals as is expedient for the wellbeing of the child.
- To contact the Clinical Lead or Children's clinical nurse specialist if at any time there is a concern regarding the child's condition or any aspects of the child's care.
- To submit claims for expenses and hours worked on a regular basis.

- To maintain a diary showing whereabouts.
- To ensure that records of work undertaken are completed and up to date.

**Professional Development, Education and Training:**

- To maintain personal and professional boundaries at all times.
- To work independently in a variety of settings, balancing competing priorities, and being prepared to adapt the support offered to meet the needs of a family within working hours.
- At all times to promote the work of **ellenor** and to behave as a fit representative, upholding its policies and procedures and reflecting its values.
- Any employee of **ellenor** has a responsibility to act professionally and therefore to raise with their Line Manager any situation, event or behaviour which does not fit within this framework.
- To work co-operatively as part of the children’s team, valuing other members strengths, and being prepared to share your experience and skills with others
- To attend regular clinical supervision and statutory training courses as required.
- To undertake annual performance review, and recognise this as an opportunity to identify areas for personal and professional development.
- To behave in a way that values diversity and respects a family’s culture and religion, ensuring all family’s are offered the same access to ellenor services
- To act as an ambassador for ellenor in order to raise the profile of the organisation at local, regional and national level as required

**Health and Safety:**

- The post holder has responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department, or role.

Postholder’s Name : .....

Postholder’s Signature ..... Date .....

Manager's name: .....

Manager's Signature ..... Date .....