

**WELLSPRING CARE***Job Description & Person Specification*

# Healthcare Associate

|                             |                                                                                                                   |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Reports To</b>           | Team Lead / Clinical Lead/ Managers                                                                               |
| <b>Location</b>             | Community-based (client homes and day-opportunity settings) across Billericay, Wickford, and the wider Essex area |
| <b>Hours</b>                | Full-time or part-time available; flexible shifts including some evenings/weekends                                |
| <b>Contract Type</b>        | Permanent / PT                                                                                                    |
| <b>Salary / Rate of Pay</b> | £25,000 – £27,500 per annum, dependent on experience (approx. £13.15 – £16.40 per hour)                           |

## Job Purpose

The Health Associate supports the health, wellbeing, and daily living needs of people we support, working under the guidance of Clinical Leads, Managers and Learning & Development Practitioners to promote independence, dignity, and person-centred outcomes.

## Key Responsibilities

### Health & Wellbeing Support

- Support clients with health monitoring tasks (e.g. basic observations, weight, food/fluid charts) under delegated authority.
- Prompt, support and adhere to all regulatory and statutory obligations, policies, procedures and guidelines.
- Support healthy lifestyle choices, exercise, and nutrition.

### Personal Care & Daily Living

- Assist and support with personal care with a range of needs, illnesses and disabilities and daily living activities as required, respecting dignity and choice.
- Support clients to attend health appointments (GP, dentist, optician, specialist clinics).

### Life Skills & Community Engagement

- Support life skills development (cooking, budgeting, travel training) for clients accessing Learning Disability Support services.
- Support community activities, outings, and day opportunities.
- Support education, training and development.

### Communication & Reporting

- Accurately record observations and care delivered.
- Report changes in client health or wellbeing promptly to the Team Lead or Clinical Lead.
- Contribute to care plan reviews.
- Read care and support plans
- Monitor care and support outcomes
- Maintain good communication and develop effective working relationships with clients.
- Provide companionship to clients, active communicating in clients preferred ways
- Keep confidentiality confidential

## Team Working

- Work collaboratively with other stakeholders: Family members, professionals and other team members.
- Attend team meetings, supervision, and training as required.

## Person Specification

### Qualifications

| Essential                                                                                                                                           | Desirable                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Care Certificate completed, or willingness to complete within the first 12 weeks of employment.</li> </ul> | <ul style="list-style-type: none"> <li>• NVQ/QCF/RQF Level 2 or 3 in Health and Social Care.</li> </ul>                          |
|                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Medication administration training.</li> <li>• Moving People Safely training</li> </ul> |

### Experience

| Essential                                                                                                                                                           | Desirable                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Experience of, or a genuine interest in, supporting people with health conditions and/or learning disabilities.</li> </ul> | <ul style="list-style-type: none"> <li>• Previous experience in a care or support work setting.</li> </ul> |

### Skills & Knowledge

| Essential                                                                                        | Desirable                                                                                                                                     |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Good attitude</li> </ul>                                | <ul style="list-style-type: none"> <li>• Valid UK Driving Licence and own car</li> </ul>                                                      |
| <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.</li> </ul> | Full training is provided, so if you have no experience working in care but have the essential skills listed, we would love to hear from you. |

### Personal Qualities

| Essential                                                                                            | Desirable |
|------------------------------------------------------------------------------------------------------|-----------|
| <ul style="list-style-type: none"> <li>• Reliable, compassionate, and patient approach.</li> </ul>   |           |
| <ul style="list-style-type: none"> <li>• Respectful of dignity, choice, and independence.</li> </ul> |           |

## Physical & Environmental Requirements

- Community-based role across client homes and day-opportunity settings.
- Physical tasks may include supporting with mobility, personal care, and manual handling (training provided).
- Flexible shifts including some evenings and weekends.

## Training Provided

- Care Certificate (if not already held).
- Moving & handling, safeguarding, infection control, and medication awareness training.
- Learning disability awareness and person-centred support training.

## Key Working Relationships

**Internal**

- Team Lead
- Clinical Lead
- Care Coordinator

**External**

- Clients and families
- Day opportunity and community activity providers
- GP surgeries and community health services

## Our Values

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Wellspring Care's mission is to improve the quality of life for all people we support. All staff, including the post-holder, are expected to embody the following core values in their day-to-day practice:

|                                    |                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Excellence</b>                  | Seeking high quality practices and excellent standards leading to positive outcomes.                |
| <b>Empowerment</b>                 | Giving opportunities to people so they have control and choice over all aspects of their lives.     |
| <b>Courage &amp; Encouragement</b> | Building and celebrating people, encouraging growth, and bringing out the best in people.           |
| <b>Person Centred Care</b>         | Providing care creatively and innovatively so care users can have positive, fulfilling lives.       |
| <b>Integrity</b>                   | Demonstrating honesty and operating in a culture of trust.                                          |
| <b>Respect &amp; Value</b>         | Listening to others and treating others as you would like to be treated.                            |
| <b>Teamwork</b>                    | Collaborating and working together to nurture, develop, and maximise potential in those we support. |

## Additional Information

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This job description is not exhaustive and may be reviewed and amended in line with the needs of the service. All post-holders are expected to work within Wellspring Care's policies and procedures, including those relating to Safeguarding, Equality & Diversity, Confidentiality (UK GDPR / Data Protection Act 2018), and Health & Safety. Wellspring Care is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check, satisfactory references, and proof of the right to work in the UK. Salary figures shown are indicative, informed by current UK sector benchmarks for the Essex area, and are subject to final confirmation.