



## **Gwasanaeth Tân ac Achub Gogledd Cymru North Wales Fire and Rescue Service**

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Fire and Rescue Service

### **JOB DESCRIPTION**

<b>POST TITLE</b>	Home Safety Support Worker	<b>POST REF</b>	A66/B382
<b>DEPARTMENT</b>	Fire Safety	<b>DATE</b>	June 2017
<b>REPORTS TO</b>	Partnership Manager	<b>SALARY GRADE</b>	NWFRS Grade 04
<b>LOCATION</b>	Various	<b>HOURS PER WEEK</b>	37

#### **OVERALL JOB PURPOSE**

To work closely in the communities of North Wales with vulnerable groups (i.e. drug and alcohol users, the elderly, disabled people,) and deliver safety advice, guidance and tools to contribute to their health and well-being.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1.	To deliver home safety advice to such groups, including those with a disability.
2.	To undertake home safety assessments as part of the safe and well check.
3.	To work proactively with communities and identify those at risk from fire.
4.	To assist Fire and Rescue Service personnel in the delivery of home safety services including education and advice provided about a variety of public safety concerns.
5.	To work closely with other relevant agencies, public, private and voluntary in contributing to the health and wellbeing of vulnerable people who may be exposed to increased risk from fire or increased risk of vulnerability.
6.	To strengthen the partnership working of the Fire and Rescue Service.
7.	To arrange functions and conduct presentations to the vulnerable groups identified and to associated partners.
8.	To provide reports on work undertaken or planned.
9.	Adhere to Information Security in accordance with the Data Protection Act and undertake duties in relation to the management of encryption keys, ensuring that the Service adheres to security operating procedures.
10.	Any other duties as directed by a Supervisory Manager commensurate with the post and salary grading.

**SUPERVISORY RESPONSIBILITY**

None.

**FINANCIAL RESPONSIBILITY**

None.

**CONTACTS OUTSIDE OWN SECTION**

Members of the public, private and voluntary agencies, public bodies, North Wales Police, all Unitary Authority areas in North Wales.

**LANGUAGE REQUIREMENTS**

Level 2 – The ability to communicate in Welsh requires that you can; understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

**EMPLOYMENT CHECKS / SPECIFIC REQUIREMENTS**

Subject to Enhanced Criminal Records Disclosure.

**MANDATORY TRAINING**

None.

**OTHER**

None.

**PERSON SPECIFICATION**  
**Assessment for recruitment requirements and competencies**

<b>POST TITLE</b>	<b>Home Safety Support Worker</b>
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<b>QUALIFICATIONS, KNOWLEDGE, EXPERIENCE</b>	<b>ESSENTIAL</b>
	The qualities without which a post holder could not be appointed
	<ul style="list-style-type: none"> <li>• Educated to NVQ Level 2 or equivalent in a health and social care related subject or an equivalent amount of relevant experience working with the identified target group.</li> <li>• Knowledge and understanding of the needs of those in the identified target group.</li> </ul>
	<b>DESIRABLE</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria
	<ul style="list-style-type: none"> <li>• None.</li> </ul>

<b>SKILLS</b>	<b>ESSENTIAL</b>
	The qualities without which a post holder could not be appointed
	<ul style="list-style-type: none"> <li>• Excellent IT skills, including a working knowledge of Microsoft Office applications.</li> <li>• Ability to manage own time and workload and to meet deadlines.</li> <li>• Ability to work as part of a team and independently, using own initiative.</li> <li>• Possess excellent communication and presentation skills.</li> <li>• Hold a full driving licence for driving Service light vehicles.</li> <li>• Subject to Enhanced Criminal Records Disclosure.</li> </ul>
	<b>DESIRABLE</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria
	<ul style="list-style-type: none"> <li>• Health and Safety qualification (CIEH or IOSH).</li> <li>• First Aid qualification (4 day First Aid at Work Training HSE Approved).</li> <li>• The ability to communicate in Welsh - Level 2 - requires that you can; understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.</li> </ul>