



Caledonia Social Care

Job Description

Social Care Worker - Care at Home

Brief Purpose of the Post

The Social Care Worker will, provide a wide range of health and social care support to people in their own home. This will involve providing care and support with the person's activities of daily living, whilst promoting choice and independence. The Social Care Worker will have the responsibility for ensuring that they provide the highest level of care and stimulating activities to people accessing our services.

Accountability

The post is line managed by and reports to the Care and Support Manager.

Main Duties and Responsibilities

The post holder will be required to:

1. **Provide flexible health and social care, care and support:** to meet the needs of individuals with a range of complex physical conditions, mental health conditions and learning disabilities, which are identified in the personal outcomes plan. This may be in the person's own home, on outings or in other community locations.
2. **Flexibility and availability:** be able where appropriate and necessary and work in different geographical locations during different times of the day. This could include a range of working time during daytime, evenings, weekends and may comprise of a variety of visit types including short visit, respite, support visits and overnight care to the service demands. Be available (by agreement and arrangement) to provide support at short notice to the people we support if required.
3. **Develop positive relationships with the person we support, their carers, family and friends** to help maintain the person's skills, social activities and relationships. Refer any concerns to appropriate line management.

4. **Organise therapeutic and stimulating activities within the agreed support plan:** considering the person's interests, physical ability and range of available resources.
5. **Personal care:** Provide support and assistance with all aspects of personal care in line with the organisation's policy and guidelines and each individual personal outcome plan. Individuals with complex physical /medical conditions may require support with bathing and washing including extensive use of hoists and bath aids.
6. **Medication support:** Assist, support, administration of prescribed medication in line with the organisation's policy and guidelines and each individual support plan.
7. **Nutrition:** Provide support and assistance with all aspects of nutrition in line with organisational and national guidelines and each individual personal outcome plan.
8. **Domestic Assistance:** Provide domestic assistance where this is identified as a support requirement within the individuals personal support plan.
9. **Monitor the support plan,** keep a record of relevant observations and notes and report to a Care and Support Manager any matters of concern regarding the persons health and their personal support plan
10. **Ensure up to date records are maintained:** assist in collating any relevant service records to meet required deadlines.
11. **Attend meetings and training sessions,** as required. This will include induction courses and attending dementia specific courses to achieve competence at the skilled level within the Promoting Excellence Framework for dementia, medication training, moving and handling and updates on long term conditions.
12. **SSSC Registration:** Register with the SSSC within 6 months of starting in-post and obtain any necessary qualifications within the timescale set by the SSSC.
13. **Undertake any other duties** considered reasonable, appropriate and within the scope of the role as determined by the Regional Manager or Managing Director.

Other Requirements of the post:

All responsibilities and duties are to be carried out according to Caledonia Social Care's standards, policies and procedures as described in the organisation's policies and procedures maintained on the intranet, and in accordance with Health & Social Care Standards and the Scottish Social Services Council Codes of Practice.

The post holder will be a PVG Scheme member and subject to scheme update checks being undertaken when required.

Postholder will require to participate in any training and development opportunities and other learning identified by the Regional Manager to ensure practice is current, relevant and meets required standards.

Postholder will either hold or be prepared to undertake any formal qualification/ SVQ within a timescale determined by the organisation and to meet regulatory requirements.

This job description is open to review by Caledonia Social Care at any time to reflect operational changes and was last revised in March 2018.

Person Specification - Social Care Worker

This person specification should be read with the job description for the post of Social Care Worker. Please note that these competencies are not ranked in order of priority. The following criteria will be used in selecting a candidate:

	Essential	Desirable
Skills, ability, knowledge		
Good communication skills both written and verbal.	✓	
Ability to use a computer for emails, recording information and using employee support systems	✓	
Full driving license and access to a vehicle during working time	✓	
Personal qualities		
Enthusiasm and motivation as well as understanding of and empathy with vulnerable people	✓	
Ability to relate to service users and carers and to understand their needs	✓	
Non-discriminatory and inclusive approach to enable people with to live life to the full	✓	
Ability to manage own time and to organise tasks and work load	✓	
Qualifications/experience		
Literacy and numeracy skills to complete service users' paperwork and complete time sheets and forms.	✓	
Holding or requirement to obtain SVQ level 2 in Social care (or equivalent) within required timescales.	✓	
Understanding and/or experience of working with, or supporting vulnerable people or carers	✓	
Experience of contributing to support plans and work diaries		✓
Experience in delivering personal care to vulnerable people, including assisting and supporting with medication		✓

Experience of working with, or supporting, people with additional support requirements.		✓
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Revised: March 2018