



March 2014

### 1. JOB IDENTITY

<b>Post Title:</b>	Care & Support Worker	<b>Service:</b>	Health & Social Care
<b>Section:</b>	Older People and Disabilities	<b>Grade:</b>	Care Worker E
<b>Reports to:</b>	Facility Manager or Coordinator		

### 2. JOB PURPOSE

- Provide care and support to service users within a very sheltered housing facility. This role requires flexible, day or night and weekend working.
- There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

### 3. CORE RESPONSIBILITIES / DUTIES

- Assist in offering a sensitive, efficient, caring and supportive service in line with service aims, values, policies and procedures.
- Assist in the creation, maintenance, monitoring and evaluation of personal plans.
- Provide flexible support to enable service users to live independently, gain confidence and maintain social networks by supporting them by meeting the needs identified in their personal plan.
- Assist and support the individual using a person centred approach, (to the extent identified by the individual support / care plan) based on the following principles as per National Care Standards Dignity, safety, choice, privacy, equality, diversity and potential.
- Provide stimulating and appropriate activities to enable service users to lead a fulfilled lifestyle by encouraging them to retain and learn new skills.
- Use of approaches to manage behaviours that challenge in care settings.

### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
  - Ability to undertake mandatory Health and Safety training for example People and Object handling, Crisis and Limitation Management (CALM)
- Desirable:**
- SVQ level 2 in Social Care

## 5. EXPERIENCE

**Essential:**

- Experience of working with older people either in residential or community setting

**Desirable:**

- Understanding of service provision

## 6. KNOWLEDGE AND SKILLS

**Essential:**

- Awareness of the person centred approach and the needs and rights of older people
- Awareness of the importance of integrity, confidentiality, diplomacy and tact
- Comfortable with undertaking intimate personal care
- Customer focused with excellent organisational, interpersonal and communication skills
- Ability to work on own initiative, working unsupervised and within a team
- Capacity to cope with demanding work, both from a physical and emotional perspective

**Desirable:**

- Knowledge of Health and Safety in the workplace
- Interests / hobbies that could be shared with older people

## 7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post.
Politically Restricted	Not applicable to this post.
Work Smart	This position is designated as a ' <b>Fixed</b> ' post as detailed on the Worksmart website - <a href="http://worksmart.aberdeenshire.gov.uk/">http://worksmart.aberdeenshire.gov.uk/</a>