

**1. JOB IDENTITY**

<b>Post Title:</b>	Support Assistant	<b>Service:</b>	Health & Social Care
<b>Section:</b>	Day Services (Learning Disability)	<b>Grade:</b>	Care E
<b>Reports to:</b>	Manager / Assistant Manager / Senior Support Co-ordinator		

**2. JOB PURPOSE**

- Meet the care and support needs of service users and enable them to progress towards maximum independence through group and one-to-one work in day services, projects and community settings

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**

- Support service users on a one-to-one basis and in groups to be involved in activities which will develop their skills (e.g. in independent living, communication, learning, progress towards employability)
- Contribute to the maintenance and updating of personal care plans, risk assessments and reports and liaise with other professionals as required
- Assist service users in all aspects of personal care
- Adhere to Health & Safety policies in respect of service users and staff at all times
- Use of approaches to manage behaviours that challenge in care settings
- Support service users within a range of day service and community settings
- Support service users whilst travelling to service locations and/ or support practice of travel training skills
- Encourage and enable service users to participate in positive opportunities to achieve outcomes detailed in individual care plans.
- Support service users' use of self-advocacy skills (e.g. assisting service users to express their own views)
- Promote equality of opportunity for people with disabilities in the community

#### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National 4 or 5 level, 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**
- Current valid Driving Licence
  - SVQ2 in Social Care

#### 5. EXPERIENCE

- Desirable**
- Experience of working with people with a range of disabilities
  - Experience of working with people with challenging behaviour

#### 6. KNOWLEDGE AND SKILLS

- Essential:**
- Knowledge and understanding of the needs and rights of people with disabilities
  - Comfortable undertaking close personal care
  - Organisational skills
  - Ability to work as part of a team and also independently
  - Ability to communicate with people with a range of different communication needs
  - Willingness and ability to commit to training as required for the post
- Desirable**
- IT skills
  - Possession of specialist skills that could be used in working with this client group

#### 7. ADDITIONAL REQUIREMENTS

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