

JOB PROFILE

Post Title: [Trainee Social Care Worker Grade F – 1 year fixed term](#)

Post No: **GENERIC**

The purpose of the job is to actively provide person-centred care in accordance with relevant legislation and guidelines. To attend to the physical, social and emotional needs of the service users in your care, this could include;

- Older people, including those with needs associated with dementia;
- Children and young people, including those with special needs;
- Adults with learning disabilities;
- Adults with physical disabilities; and
- Adults with mental ill-health

in their own homes and/or in a residential, supported accommodation or day-care setting.

In accordance with the Scottish Social Services Council; all Social Work Service workers must adhere to the following Codes of Practice:

- Protect the rights and promote the interests of service users and carers;
- Strive to establish and maintain the trust and confidence of service users and carers;
- Promote the independence of service users while protecting them as far as possible from danger or harm;
- Respect the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people;
- Uphold public trust and confidence in social work services; and
- Be accountable for their practice and take responsibility for maintaining and improving their knowledge and skills.

During the fixed term appointment the [Trainee Social Care Worker](#) will be expected to gradually experience and carry out all duties of a Social Care Worker Grade G. Subject to successful completion of the fixed term appointment and probationary period the trainee will transfer into an established Social Care Worker Grade G post at year end.

Therefore the [Trainee Social Care Worker](#) will work to the same job specification as a Social Care Worker Grade G, but they will only gradually take on all functions, in line with their personal development plan.

- To provide physical, emotional, spiritual, intellectual, cultural and social care to service users in line with relevant care standards;
- To work alongside the keyworker in accordance with current policy and practice, with respect to identified service users;
- To undertake the keyworker role as part of a personal development plan.
- To assist with keeping care plans and risk assessments up-to-date and other relevant administrative tasks;

- To work closely with the keyworker to ensure service users and their families or representatives are as fully consulted and informed about their care as they want to be;
- To assist in the assessment of service users to ensure the service will be able to meet their needs;
- To participate in monitoring and evaluation of service users' care plans and risk assessments;
- To support service users in developing and/or maintaining their identity;
- To contribute to the provision of advocacy for service users;
- To promote equality of opportunities and non-discriminatory practice;
- To assist service users to develop and/or maintain contact with family, friends, health and other support services as appropriate;
- To assist service users with their own paperwork, appointments, homework etc, as appropriate;
- With guidance, to support individuals where abuse has been disclosed;
- To provide a stimulating environment for service users;
- To prepare and provide agreed individual and/or group activities for service users;
- To administer medication as directed by the individual's care plan in line with relevant procedures;
- To support service users with difficult or potentially difficult relationships;
- To receive and actively participate in regular supervision from designated members of staff;
- To participate in appropriate training and development;
- To participate in staff meetings, case conferences, service user reviews and other meetings;
- To be aware of and comply with relevant health and safety procedures; including infection control measures;
- To be aware of other relevant policies and procedures and apply them appropriately within the service;
- To communicate appropriately within and outwith the service, being mindful of confidentiality;

- To undertake any domestic duties or food preparation as required;
- As part of a personal development plan, to lead shifts as required, after an appropriate induction; and
- To work shifts on a rota system that may include on-call, waking night duties and sleep-ins.

From time to time, the Council may require the [Trainee Social Care Worker](#) to undertake duties outside those specified.

Allowances: These will vary according to workbase, they may include on-call, unsocial hours, sleep-in, essential car user, casual car user, telephone rental and will be detailed on the written confirmation of employment.

PERSON SPECIFICATION

Post Title: **Trainee Social Care Worker Grade F**

Post No: **Generic**

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	Positive attitude to service user group. Non-judgemental attitude. Physically fit. Reliable and honest. Car owner/driver ^	Car owner/driver ^
<u>Relevant Experience</u>		Experience of working without direct supervision. Experience of providing care in any setting. Experience of working as part of a team. Experience of supporting people through loss or bereavement. Experience of dealing with conflict situations
<u>Education</u>	Standard general grade English or equivalent (SCQF 4) or evidence of ability to write clearly and concisely.	Evidence of ability to complete appropriate SVQ (SCQF 5 or 6) and HNC (SCQF 7) or equivalent relevant qualification to work with service user group* Commitment to continuing professional development (CPD).
<u>Skills, Abilities and Knowledge</u>	Good interpersonal and communication skills. Ability to maintain confidentiality. Driving Licence ^	Good organisational skills. Ability to maintain up to date / accurate records. Driving Licence ^ ICT skills

^ see section below on car ownership and driving licence requirements as they differ between workbases.

* see section below on qualifications required as they differ between workbase

JOB PROFILE

Post Title: Social Care Worker Grade G

Post No: GENERIC

The purpose of the job is to actively provide person-centred care in accordance with relevant legislation and guidelines. To attend to the physical, social and emotional needs of the service users in your care, this could include;

- Older people, including those with needs associated with dementia;
- Children and young people, including those with special needs;
- Adults with learning disabilities;
- Adults with physical disabilities; and
- Adults with mental ill-health

in their own homes and/or in a residential, supported accommodation or day-care setting.

In accordance with the Scottish Social Services Council; all Social Work Service workers must adhere to the following Codes of Practice:

- Protect the rights and promote the interests of service users and carers;
- Strive to establish and maintain the trust and confidence of service users and carers;
- Promote the independence of service users while protecting them as far as possible from danger or harm;
- Respect the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people;
- Uphold public trust and confidence in social work services; and
- Be accountable for their practice and take responsibility for maintaining and improving their knowledge and skills.

The main duties of the Social Care Worker Grade G are:

- To provide physical, emotional, spiritual, intellectual, cultural and social care to service users in line with relevant care standards;
- To work alongside the keyworker in accordance with current policy and practice, with respect to identified service users;
- To undertake the keyworker role as part of a personal development plan.
- To assist with keeping care plans and risk assessments up-to-date and other relevant administrative tasks;
- To work closely with the keyworker to ensure service users and their families or representatives are as fully consulted and informed about their care as they want to be;
- To assist in the assessment of service users to ensure the service will be able to meet their needs;

- To participate in monitoring and evaluation of service users' care plans and risk assessments;
- To support service users in developing and/or maintaining their identity;
- To contribute to the provision of advocacy for service users;
- To promote equality of opportunities and non-discriminatory practice;
- To assist service users to develop and/or maintain contact with family, friends, health and other support services as appropriate;
- To assist service users with their own paperwork, appointments, homework etc, as appropriate;
- With guidance, to support individuals where abuse has been disclosed;
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- To administer medication as directed by the individual's care plan in line with relevant procedures;
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- To receive and actively participate in regular supervision from designated members of staff;
- To participate in appropriate training and development;
- To participate in staff meetings, case conferences, service user reviews and other meetings;
- To be aware of and comply with relevant health and safety procedures; including infection control measures;
- To be aware of other relevant policies and procedures and apply them appropriately within the service;
- To communicate appropriately within and outwith the service, being mindful of confidentiality;
- To undertake any domestic duties or food preparation as required;
- As part of a personal development plan, to lead shifts as required, after an appropriate induction; and

- To work shifts on a rota system that may include on-call, waking night duties and sleep-ins.

From time to time, the Council may require the **Social Care Worker Grade G** to undertake duties outside those specified.

Allowances: These will vary according to workbase, they may include stand-by, unsocial hours, sleep-in, essential car user, casual car user, telephone rental and will be detailed on the written confirmation of employment

PERSON SPECIFICATION

Post Title: **Social Care Worker Grade G**

Post No: **Generic**

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	<p>Positive attitude to service user group.</p> <p>Non-judgemental attitude.</p> <p>Physically fit.</p> <p>Reliable and honest.</p> <p>Car owner/driver ^</p>	<p>Confidence to deal with conflict situations.</p> <p>Evidence of potential to acquire leadership and supervisory skills.</p> <p>Car owner/driver ^</p> <p>Supporting people through loss or bereavement.</p>
<u>Relevant Experience</u>	<p>Experience of working without direct supervision.</p> <p>Experience of providing care in any setting.</p> <p>Experience of working as part of a team.</p>	<p>1 year's experience of providing physical, emotional and social care to relevant service user group.</p> <p>Experience of helping service users to improve or maintain their skills and knowledge and/or independence.</p> <p>Experience of taking on additional responsibility e.g. Shift leader.</p> <p>Experience of moving and assisting, including use of relevant equipment.**</p> <p>Experience of supporting people through loss or bereavement.</p> <p>Experience of dealing with conflict situations</p>
<u>Education</u>	<p>Standard general grade English or equivalent (SCQF 4) or evidence of ability to write clearly and concisely.</p> <p>Commitment to continuing professional development (CPD).</p>	<p>Evidence of ability to complete appropriate SVQ (SCQF 5 or 6) and HNC (SCQF 7) or equivalent relevant qualification to work with service user group*</p>

ESSENTIAL

DESIRABLE

Skills, Abilities and Knowledge

Good interpersonal communication skills.

and Knowledge of equal opportunities / anti-discriminatory practice.

Ability to maintain confidentiality.

Knowledge of relevant legislation, policies and procedures.

Good organisational skills.

Knowledge of relevant care standards.

Ability to maintain up to date / accurate records.

Evidence of potential to develop good assessment skills

Knowledge of issues affecting service user group.

Knowledge of roles of other professionals.

Driving Licence ^

ICT skills

Driving Licence ^

^ see section below on car ownership and driving licence requirements as they differ between workbases.

* see section below on qualifications required as they differ between workbases

** not applicable to all workplace

Social Care Worker – Career Grade – SCW F/G

Scale point	Post	Progression	Range of duties
Grade F/	<p>Trainee Social Care Worker – 1 year fixed term post for people without any formal experience of providing care.</p> <p>Relief Social Care Worker, regardless of experience.</p>	<p>Trainee SCW - subject to appraisal, can slot into post on a permanent basis at the end of 1 year. Remains on Grade F until post becomes permanent. Unsatisfactory appraisal results in departure at or before 1 year.</p> <p>Relief SCW - remains on 1st point of Grade F regardless of length of service or qualifications.</p>	<ul style="list-style-type: none"> • Provision of physical, emotional and social care. • Keeping daily working records and other relevant records up-to-date. <p>For trainees – gradually taking on full range of SCW duties as part of Continuing Professional Development (CPD).</p>
Grade G/	<p>Social Care Worker – for people with SVQ2 or some relevant experience.</p> <p><i>Exception: these scale points may occasionally be used for people with qualifications equivalent to SVQ3 / HNC (or higher) if that person has little or no relevant experience.</i></p>	<p>Held on Grade G until successful completion of the SVQ3 (or, in Children’s Services SVQ3 or HNC) or equivalent qualification.</p> <p><i>Exception: in this instance the person would not be held at Grade G, they will progress until qualification bar at Grade H is reached.</i></p>	<ul style="list-style-type: none"> • Provision of physical, emotional and social care. • Keeping daily working records and other relevant records up-to-date. • Contributing to the development of care plans / risk assessments and similar.
<p>Note: A dash (-) means progression within the scale e.g. F to G then stop. A slash (/) means no further progression beyond the scale point.</p>			