

JOB PROFILE

Post Title: Senior Social Care Worker Grade I

Post Number: Generic

The purpose of the job is to assist with all tasks associated with managing the service including the supervision of staff, and to actively participate in the provision of person-centred care, in accordance with relevant legislation and guidelines. To ensure attendance to the physical, emotional, spiritual, intellectual, cultural and social care 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 Senior Social Care Worker are:-

- To provide leadership during his/her shift or in the absence of a Manager;
- To provide regular supervision and appraisal to designated staff in order to support them and to develop their skills and knowledge;
- Ensure staff adhere to Scottish Social Service Council codes and consistently challenge practice that does not adhere to the codes;
- To assess service users to ensure the service will be able to meet their needs and to support Social Care Workers to write appropriate care plans and risk assessments;
- To work closely with service users and their families on an on-going basis to ensure they are as fully consulted and informed about their care as they want to be;
- To provide physical, emotional, spiritual, intellectual, cultural and social care to service users in line with relevant care standards;

- To promote good care standards by keeping staff informed and putting the relevant procedures into practice;
- To promote good health and safety practices by keeping staff informed and putting the relevant procedures into practice;
- To promote good communication throughout the service and with families and external agencies being mindful of confidentiality;
- To administer medication as directed by the individuals care plan in line with relevant procedures;
- To be familiar with relevant legislation, policies and procedures and apply them appropriately within the service;
- With guidance from the Manager, to participate in a range of administration tasks to ensure the smooth running of the service, including rota, personnel and payroll matters;
- To participate in and/or lead staff meetings, case conferences, service user reviews and other meetings;
- To develop an area of special responsibility within the team, eg lead on food hygiene;
- To work a pattern of shifts which assists the service to meet its users' needs, this may include being part of a rota and/or on-call system and undertaking waking night duties or sleep-ins when required;
- To participate in monitoring and evaluation of individual service users' care plans and risk assessments, as well as service needs;
- To participate in appropriate training and development;
- To provide advice, facilitate and/or deliver training on relevant legislation, policies and procedures;
- To delegate tasks as appropriate;
- To undertake any other reasonable duties appropriate to the post as delegated by line manager.

From time to time, the Council may require the post holder to undertake duties outside those specified.

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

PERSON SPECIFICATION

Post Title: Senior Social Care Worker Grade I

Post No: Generic

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	<p>Positive attitude to service user group.</p> <p>Physically fit.</p> <p>Reliable and honest.</p> <p>Non-judgemental attitude.</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 working as part of a team.</p> <p>3 years 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 supervising staff</p>

	ESSENTIAL	DESIRABLE
<u>Education</u>	Standard grade English or equivalent or evidence of ability to write clearly and concisely.	First Aid.
	Evidence of ability to complete appropriate SVQ or equivalent relevant qualification(s) to work with service user group*	Basic Food Hygiene.
	Commitment to continuing professional development (CPD).	Moving and Assisting Training**
<u>Skills, Abilities and Knowledge</u>	Good interpersonal and communication skills.	Knowledge of issues affecting service user group.
	Ability to maintain confidentiality.	Knowledge of roles of other professionals.
	Knowledge of relevant care standards.	Counselling Skills.
	Good organisational skills.	Team leader skills
	Ability to maintain up to date / accurate records	Advocacy skills
	ICT skills	Driving Licence ^
	Driving Licence ^	
	Knowledge of equal opportunities / anti-discriminatory practice.	
	Report writing skills.	
	Knowledge of relevant legislation, policies and procedures.	
	Evidence of potential to develop good assessment 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 workbases

** not applicable to all workplaces

Driving Licence / Car Ownership requirements (for which appropriate allowances will be paid):-

Post Location	Post(s)	Driving Licence Requirement	Requirement to have car available for work
Overtonelea; Edward Thomason House; Taing House; Viewforth; Wastview; North Haven; Fernlea; Isleshavn; Nordalea	All day care and residential posts	X	X
Care @ Home	SCWs and SSCWs	✓ preferred	✓ preferred
Mental Health Community Support Service @ Annsbrae;	All	✓	✓
Banksbroo @ Twageos	All	✓	X
Supported Living and Outreach; Newcraigielea; Stocketgaet; Sea View, Intensive Support Service	SCWs	✓	X
Supported Living and Outreach	SSCWs	✓	✓
Newcraigielea, Stocketgaet, Sea View	SSCWs	✓	X
Leog, Laburnum, Windybrae Including outreach services	All	✓	X

Qualification requirements:-

Senior Social Care Workers will be required to register with the Scottish Social Services Council as 'supervisors' in due course. In order to meet the registration requirements all such workers must have appropriate qualifications within 3 years of registration:

Senior Social Care Workers		
Workbase	Minimum qualification for SSCWs	Date required
Leog, Laburnum, Windybrae, including outreach services	SVQ4	By 30.09.09
Overtonlea, Edward Thomason House, Taing House, Viewforth, Wastview, North Haven, Fernlea, Isleshavn, Nordalea; Newcraigielea	SVQ4	By 30.03.12
Independent Living Project, Mental Health Community Support Service @ Annsbrae, Banksbroo @ Twageos, Stocketgaet, Sea View; Care @ Home; Intensive Support Service	SVQ4	To be confirmed

Further guidance on qualifications can be obtained from www.sssc.uk.com