



CARE & LEARNING JOB FAMILY



Job ID:	CLF6
Job Family Level:	6
Grade:	TAS6

Role Summary

The Care & Learning Job Family delivers essential support every day to children and adults with a range of needs within Perth and Kinross with the focus on prevention and early intervention.

A typical role may undertake a range of assessments and reviews to arrange support and care plans for service users, provide advice and guidance, information, personal care, practical support and assistance, and undertake tasks to meet the needs of clients /service users with a range of challenging and complex problems. Work is undertaken within established procedures and best practice guidelines will plan, organise and supervise activities in line with regulatory requirements and best practice. A genuine interest in the health and wellbeing of children and adults is essential.

- Communicate effectively to explain processes and concepts in simple terms to build effective relationships with clients / service users
- Provide advice and guidance to clients / service users on relevant issues
- Good written and verbal communications required to prepare relevant reports i.e. caseloads, statistical and monitoring information
- Strong interpersonal and communication skills to carry out assessments and reviews to support clients / service users with their needs and advising relevant teams where further support is required
- Provide caring skills to provide practical and emotional support to clients / service users and families
- Liaise with other colleagues, professionals, internal and external agencies to ensure client / service users' needs are met including transitions
- Plan, organise, create, improve and implement care packages for children or adults which focus on improvement outcomes to meet individual needs
- Ensure appropriate forward scheduling of visits and meetings to manage own workload and time and effectively manage the workload and time of others within the team
- Manage multiple caseloads or reviews and will plan and prioritise own work with conflicting priorities
- Monitor, support and review the needs and services provided making effective use of resources
- Understands varying conditions that affect children and vulnerable people and manage the potential risks to self and others
- Knowledge of relevant legislation, processes and procedures and issues relating to the client / service user group
- Competent in a range of IT skills to produce various documentation and data input
- Finance responsibility for effective practices and procedures which includes cash handling, banking and processing invoices and financial administration
- Working as part of a multi-disciplinary team recognise the importance of good working relationships
- Where appropriate, management of staff specifically training and development, supervision, employee review and development and their day to day performance.
- Take responsibility for yourself, customers/service users, contractors and others and ensure compliance with all relevant Health and Safety legislation.
- Promote and act as role model for the Council's values and commitment to equality and diversity.
- Promote positive values and anti-discriminatory, non-judgmental practice and treat colleagues and customers with dignity and respect in line with the Employee Code of Conduct and SSSC Codes of

Conduct.

Typical Qualifications

Adult Care:

SVQ level 3 in Social Services & Healthcare / Health & Social Care or equivalent

Required to register with the Scottish Social Services Council (SSSC) within 6 months of commencing employment and responsible for maintaining annual membership.

Children's Services - Hold a childcare qualification with one of the following:

SVQ Level 3 in Social Services (Children & Young People)

NC / HNC Early Education and Childcare

NNEB

SVQ Level 3 Playwork

SVQ Level 3 Care Learning & Development

Required to register with the Scottish Social Services Council (SSSC) for Day Care of Children within 6 months of commencing employment and responsible for maintaining annual membership.