

## **JOB DESCRIPTION - DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP**

### **IDENTIFICATION**

Post Title:	Social Care Officer	Post Ref:	
Section:	Older People West - Oakland Centre	Grade:	6/7
Responsible to:	Team Manager		
Responsible for:			

### **JOB PURPOSE**

Attend to personal needs of service users. The duties will include physical care tasks to meet the needs of service users (for example, talking with clients, helping with shopping and recreation and personal care) aimed at creating a supportive homely atmosphere where service users can achieve maximum independence. Duties may include such direction of domestic staff as is required to meet the personal needs of the service users. Further, assist in the assessment of service users, write reports, contribute to reviews, undertake key worker role, take part in group work and counselling with service users and relatives with diversionary activities and prepare, give out and apply medications. Shift work is required early and late. Duties may include outreach work within the local community.

The duties as set out above include undertaking cleaning and other domestic duties as necessary.

### **PRINCIPAL WORKING CONTACTS**

Team Manager, Senior Social Care Officer and other fieldwork staff.

### **MAIN DUTIES**

To promote sensitive and skilful standards of care for the service users.

Participate in the formulation and operation of Assessment and care programmes using professional methods and skills.

To ensure that the individuality, independence and personal dignity of the service users are respected at all times.

To encourage the maintenance of a positive approach to the service user's capabilities and uphold the best practices and aims of day care.

Participate in and assist with training.

Assist in the maintaining of adequate records.

### **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to

carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

## PERSON SPECIFICATION

POST TITLE: Social Care Officer, Older People West, Oakland Centre

DIVISION/DEPARTMENT SECTION: Health and Social Care Partnership

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	SVQ Level 2 in Care or ability to undertake assessment to achieve award.		Application Form References Interview
RELEVANT WORK/OTHER EXPERIENCE	Past/present caring experience - life or work.	Experience of working with older people.  Experience of working with people with Dementia.	Application Form References Interview
PARTICULAR SKILLS/ABILITIES	Written/oral communication skills.  Ability to work in a team.  Working on own initiative.  Ability to work alone.  Assessment skills.	Record keeping.  Care planning.	Application Form References Interview
PERSONAL QUALITIES	Flexible/adaptable caring approach to work.	Enthusiastic.	References Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Work shifts including evenings and weekends.  Requirement for further study/training.  Ability to register with SSSC within specified timescale.  Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.	Knowledge of Care Inspectorate standards and Inspections.  Full, current driving licence (Level 3)	References Interview