A close up of a sandy beach

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The Package

Care and Support Assistant

UIST



* *£10.63 - £11.23 per hour plus £1.24 per hour Distant Islands Allowance*
* *Local Government Pension Scheme*
* *34 days annual leave, increasing to 39 days after 5 years, inclusive of Public Holidays (pro rata)*
* *Comprehensive induction to the position*
* *Employee Assistance Programme*

**Alannah Macneill - Care and Support Assistant**

I would highly recommend a role in Home Care to anyone looking to try something new, to give back to our community and to make a difference. There is help on hand every step of the way and all the training you need. Take a leap of faith, I did, and it has proven to be one of the best decisions I have ever made.

To provide direct care and support to service users outcomes, whilst living within their own home, the admission to hospital, the discharge from hospital, admission/discharge to care homes, or within any other homely setting. This will involve the provision of a range of care and support activities and tasks as detailed in the Care Plan and in accordance with relevant risk assessments and management plans. This will support service users to remain in their own homes, a homely setting or a health resource, whilst receiving appropriate care and support. The services provided will maximise independence, supporting reablement and intermediate care provision. Care and support is provided 365 days a year, which the Care and Support Assistant will undertake on a planned and scheduled manner to meet the care and support needs of the individuals receiving a service.

A person smiling for the camera

Description automatically generated with medium confidence

Job Purpose

**Job Title:** Care and Support Assistant

**Job Number:** Various

**Department:** Health and Social Care

**Grade:** D

**Location:** Uist

**Date:** 2022

**Responsible to:** Head of Community Care; in the first instance to the Care and Support Supervisor

# Care and Support Assistant

# Duties

1. To assist and support the delivery of personal care tasks as indicated in the Care Plan; washing, bathing, maintenance of personal hygiene, continence care, nutrition, etc.
2. To assist with mobility and transferring of service users in the home or homely setting as required to support delivery of the Care Plan.
3. To support service users to administer medications as indicated in the Care Plan and in accordance with Departmental Policies and Procedures.
4. To support, assist and promote the development of independence, reablement, intermediate care provision and the resettlement of patients at the time of hospital admission or discharge.
5. To support and assist service users who are terminally ill to die well, in accordance with the Care Plan.
6. To assist and support service users to remain comfortable within their homes or homely settings whilst maximising their independence.
7. To communicate timeously to their supervisor any relevant information or factors in relation to Home Environment, Social and personal care needs or other information which may indicate changes in health, ability, safety or other risk factors relevant to the delivery of the Care Plan or to the Risk assessments and Management plans.
8. To participate fully in supervision, appraisal, training, personal development and take personal responsibility for the recording of Post Registration Training and Learning.
9. To comply with the requirements of registration, the SSSC Code of conduct and work to Care Inspectorate National Care Standards.
10. To work in accordance with the Care Plan and under the direction of a Care and Support Supervisor
11. To support communication for service users who have difficulty communicating by using their preferred methods and supports
12. To assist and support family carers to continue caring and to empower and contribute to the reablement of service users
13. To support the service user with their Nutritional Care Plan.

**General Accountabilities**

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle’s Risk Management Policy.
4. To comply with the Comhairle’s Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
5. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
6. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.

**Comhairle Nan Eilean Siar**

**Person Specification**

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **post title:** | Care and Support Assistant – Home Care and Reablement | | | | **post number:** | | *Various* |
| **CRITERIA** | |  | **ESSENTIAL** |  | | **DESIRABLE** | |
| Knowledge | | E1  E2 | Understanding of the needs of various health and social care needs.  Awareness of the rights of the individuals who receive care and support. | D1  D2  D3 | | Knowledge of food safety.  Knowledge of health and safety.  Knowledge of personal hygiene. | |
| Skills and Abilities | | E3  E4  E5  E6  E7  E8 | Ability to assess and react appropriately in an emergency.  Ability to communicate clearly and listen effectively.  Ability to work without direct supervision.  Ability to report changes in client’s circumstances to Line Manager.  Flexible approach and ability to work shifts including weekends and public holidays.  Empathy, compassion and understanding of social needs. | D4 | | Understand the benefits of rehabilitation. | |
| Education/  Experience | | E9  E10 | Experience of caring for people either in a paid or unpaid capacity.  Minimum of SVQ II in Care (or equivalent)  (In the absence of this – the candidate must have the ability to undertake and achieve this qualification – 36 months after registration with SSSC). | D5  D6  D7 | | Moving and Handling training.  First Aid training.  Administration of medication. | |

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| --- | --- | --- | --- | --- |
| Other Factors | E11  E12  E13  E14  E15 | Work effectively as part of a team.  Understanding of confidentiality.  Full, unrestricted Driving Licence / Car Owner / Business Insurance / use of fleet/pool vehicle.  Attend training as and when required.  Positive attitude and demonstrate good social values. | D8  D9  D10 | Ability to communicate in Gaelic.  Flexibility to work at short notice.  Promote individuality and human rights of those receiving support. |