

SUPPORT WORKER JOB DESCRIPTION

As a support worker you will be responsible for supporting adults and older people with all aspects of daily life within their home environments or the local community.

Main Responsibilities

To visit Clients at times scheduled by the management team. To assist Clients with activities of daily living as per their care plan and assessment completed by the Care Manager.

Principles duties may include, but are not limited to, the following:

Duties are varied and personalised to the Client's needs such as:

- Providing support and assistance with all aspects of personal care and administration of medication as required.
- Assist and support Clients with cooking, shopping and domestic duties, and help Clients to maintain all aspects of their domestic lives.
- To support Clients in dealing with correspondence, filing and general administration assistance.
- Facilitating socialization and social activities e.g. visiting family/friends, walks, theatre, meals out, going for a drive (where required), reading etc.
- To assist Clients to develop, establish and maintain personal relationships and social networks, which encourage greater participation and integration in their chosen communities
- To work with Clients who require rehabilitation to build their confidence and mobility, enabling the Clients to integrate back into their community.
- Monitoring progress and recording notes on daily record sheets and medication records relating to each visit.
- To carry out duties as the management team reasonably stipulate

The member of staff would be expected to:

- Manage personal care with both dignity and respect
- Preserve independence & dignity of Clients as much as possible.
- Report any changes/issues concerning the Clients to the management team.
- Read and abide by the care plan set out by the management team.
- Recognise and support the individual needs of the Client
- To report any areas of risk, not previously identified, to the management team.
- Maintain confidentiality and commit not to divulge information to third parties unless consent to share information has been given in writing and agreed with the management team.
- To work in accordance with your job description/contract of employment, Scottish Social Services Codes of Practice, National Health and Social
- Care Standards and any policies and guidelines of TAVE Beulah Services.
- To promote equal opportunities and respect diversity, different culture and values
- To work in accordance with the Health & Safety Act 1974
- To contribute to the overall development of the service and promote a positive image of the Clients and TAVE Beulah Services.
- To participate in staff induction, training courses, e-learning courses, held internally and externally and obtain SVQ 2 in Social Care if not already achieved.
- To prepare, attend and engage in regular supervisions, appraisals and performance reviews, accepting and providing constructive feedback.

CANDIDATE SPECIFICATION

Essential Skills, Experience & Attitude:

- Physically fit and able to undertake safe manual handling practices
- Good verbal and written communication skills
- Ability to empathise and actively listen in a sensitive manner
- Caring, sensitive and compassionate in nature
- Honest, dependable and reliable
- Flexible and adaptable in your approach to work
- Ability to work autonomously and also productively as part of a team
- Familiarity with the needs of disabled and/ or vulnerable individuals.
- Ability to work within a varied work pattern.
- Ability to liaise with clients' families and other significant persons.
- Ability to read and understand care documentation, record shift events clearly and to help clients to read their personal correspondence.
- A sense of humour and a friendly nature.
- Ability to solve problems.
- Ability to interact with people of all ages, race, gender, religion or ethnic origin without prejudice.
- Demonstrate a commitment to developing anti-discriminatory practice and equal opportunities in personal work practices.

Desirable Skills:

- Experience of providing care to adults and older people living within the community in their own homes and other care settings.
- Ability to liaise with outside agencies and other professionals
- Knowledge of infection control/ food hygiene/manual handling/health & safety standards and practices etc.
- SVQ level 2 in Social Care
- Current and clean driving licence with access to a vehicle that is insured for business use

Additional:

- Always work under the direction/supervision of a more senior member of staff
- Keeping yourself and Service Users safe and secure including carrying out health and safety checks before you begin work activities, ensuring that your actions support health and safety and taking action to deal with emergencies.
- Developing practice including reflection on your current skills and knowledge in the workplace, taking opportunities to improve your practice and applying learning in the workplace.

WORKING CONDITIONS:

Working hours will vary depending on the Client's needs and availability of the carer. Terms and conditions of employment are as per your employment contract. Carers are expected to arrive on time for all shifts.

SPECIAL CONDITIONS:

This post will result in you having substantial contact with vulnerable groups therefore requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including these which would normally be regarded as spent. You must complete the relevant section on the application form, your application will be returned if this section is incomplete. If successful in your application, you will be subject to an Enhanced Disclosure check.