

Employment Package

Salary: £35,593 - £39,606 Per Annum, Pro Rata

Distant Islands Allowance: £2,859 Per Annum, Pro Rata

Weekly Working Hours: Various

Employee Benefits

- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

We are a Living Wage Employer

Senior Social Care Worker

Western Isles Care Homes

Job Purpose

To supervise and manage staff within a social care setting. The Senior Social Care Worker will also deputise in the absence of the Manager to ensure the operational running of the service and its compliance with the Regulation of Care (Scotland) Act 2001.







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Job Description

Job Title:	Senior Social Care Worker	**Job Number:**	Various
Department:	Health & Social Care	**Grade:**	G
Location:	Western Isles Care Homes	**Date:**	2025
Responsible To:	Chief Officer, Community & Partnership Services; in the first instance to the Care Home Manager		

Job Purpose

To supervise and manage staff within a social care setting. The Senior Social Care Worker will also deputise in the absence of the Manager to ensure the operational running of the service and its compliance with the Regulation of Care (Scotland) Act 2001.

Duties

1. Provide leadership as part of the management team to ensure that all aspects of the operational management of the social care setting are compliant with the Regulation of Care (Scotland) Act 2001 and that the appropriate National Care Standards are embedded in the practice, responsibilities and accountabilities of all staff.
2. Working closely with the Manager, the Senior Social Care Worker will ensure that Key Workers implement, monitor and review Care Plans, in accordance with the needs of the service user.
3. The Senior Social Care Worker in consultation with the Manager will engage purposefully with all stakeholders and ensure that all professional standards are adhered to.
4. Supervision of staff and allocation of workload as outlined by the Manager should be undertaken by the Senior Social Care Worker.
5. The Senior Social Care Worker is responsible for providing effective and professional supervision and guidance for staff. This should be in accordance with Departmental Guidance and accurately reflect the workload management, practice and values of the supervisee. This should connect to the Performance Appraisal for this staff member and relate directly to their Continuous Professional Development.
6. Absence management should be fully understood and applied in accordance with the Organisations policies and procedures. The Senior Social Care Worker has a responsibility to escalate the stage of absence management where appropriate.
7. The Senior Social Care Worker should be conversant and confident to apply procedures relating to disciplinary and/or performance management as outlined in policy and procedure. Where uncertain as to the level of responsibility, the Senior Social Care worker should contact in the first instance the Manager and in their absence the Service Manager.
8. Budget monitoring and deployment of staff Rotas in line with available finances and resources should be agreed with the Manager. The Senior Social Care Worker should ensure that the needs of the Social Care service are reflected in the competency and availability of staff to provide for an individual's social care need.
9. The Senior Social Care Worker is responsible to promote and embed all legislation relevant to the management of the Social Care service. This would include (but is not exhaustive) Health and Safety at Work Act 1974, Misuse of Drugs Scotland act 1971, Adult Support and Protection Act 2007, Data Protection Act 1998, Regulation of Care (Scotland) Act 2001, Equality Act 2010.

10. Provide for leadership and management of on-shift arrangements. The Senior Social Care Worker is required to both plan and deliver that all responsibilities for a safe operational environment are adhered to as agreed with the Manager.
11. The Senior Social Care Worker should attend all meetings as agreed with Manager/or relevant to post.
12. Monitoring and reviewing workload allocated to them by the Manager and that of other staff duties is required. It is essential that all practice and workload performs to the departmental guidelines and procedures.
13. Supporting staff to undertake all mandatory training relevant to their post and as identified within the Department' Training Plan should occur.
14. Attending training courses as required to further professional development.
15. All administration tasks (including financial) relevant to the operational requirements of the service.
16. Being available to work a 24-hour duty rota (where appropriate) as required for the needs of the establishment.
17. Being available for sleep-in duty (where appropriate) according to the staffing needs of the service.
18. Inform the Manager of any developments, circumstances or events which may have implications for the service and/or Comhairle. An example of this may be in regard to incidents, accidents, disclosures of information or observations of poor practice.
19. Ensure that when required to register with SSSC that you maintain your registration and notify your line manager of this. Continuous Professional Development records should be managed to ensure ongoing registration and compliance.
20. Where you are required to undertake and lead with Key Working duties, this requires you to work with service users to promote and support personal planning, manage agreed outcomes, receive and distribute information to those with appropriate access, connect to others within multi-disciplinary teams, encourage learning and social development and reinforce the rights and responsibilities appropriate to the persons skills and capacities. This is not an exhaustive duty and should be discussed with the service user and their representative. The implementation and managing of risks is a central responsibility of this duty.
21. Support and promote health and emotional well-being at all times. This may include the handling, storage and administration of medications, attendance at health appointments or implementing agreed protocols that support enablement, rehabilitation or continued skills and abilities.

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 compliance with Standing Orders and Financial Regulations of the Comhairle.
3. 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.
4. 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.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. 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.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.

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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: Senior Social Care Worker **POST NUMBER:** *Various*

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	An in-depth understanding of the support needs of people in social care settings.	D1	An understanding of how to manage people.
	E2	Awareness of the rights of the individual.	D2	Knowledge of key working systems.
	E3	Knowledge of Person Centred Planning.	D3	Knowledge of administration of medication.
	E4	Legislation: • Knowledge of Adults with Incapacity Act (Scotland) 2000. • Knowledge of Adult, Support and Protection (Scotland) Act 2007.		
	E5	Understanding and application of the SSSC Codes of Conduct.		
	E6	An understanding of the professional supervisory relationships.		
	E7	Knowledge of the importance of confidentiality.		
Skills and Abilities	E8	Ability to relate effectively, including the ability to chair meetings, such as internal care reviews.	D4	Ability to communicate in Gaelic.
	E9	Ability to work to time-lines and produce effective written and financial reports.	D5	Driving Licence.
	E10	Ability to work with behaviours that challenge services.	D6	Inspire and lead individuals and groups to achieve planned outcomes.
	E11	Ability to demonstrate core professional values.		
Education and Experience	E12	Significant Social Care/Social Work experience.	D7	Experience of providing either residential, community based or day care support for adults.
	E13	A minimum of SVQ III in Care (or equivalent) and the additional requirements as directed at time of registration with SSSC. (In the absence of this – the candidate must have the ability to undertake and achieve all necessary qualification – 36 months after registration with SSSC).		

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	E14 E15	Experience in supporting the planned outcomes of individuals support and team working. Experience of leadership in a social care setting.		
Other Factors	E16 E17 E18 E19	Empathy. Positive attitude to work. Respect for others. Flexibility.	D8	Imaginative and creative approach to work.