Senior Social Care Worker (Relief)

Various Older People's Care Facilities

At a glance:

Grade: H
Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Your work will include undertaking duties as delegated by the Registered Manager ensuring effective and efficient ongoing operation of the service. Supervise and support staff in the performance of their duties ensuring highest standards of professional practice and conduct. At all times adhere to the Departments policies and procedures for the care of elderly people in the unit. Deputise in the absence of the Registered Manager.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

5.6 weeks statutory annual leave, inclusive of Public Holidays (pro-rata)	Comprehensive induction process
Potential to join Local Government Pension Scheme	Employee Assistance Programme

Main Duties and Responsibilities

Implement Orkney Health and Care Service Plan, in relation to Older People's Services.
Actively participate in the management of the service, carrying out specific lead responsibilities, and deputise as delegated.
Ensure compliance with all Departmental policies and procedures, and operational policies and procedures for the service.
Work in partnership with the Social Care and Social Work Improvement Scotland and implement identified requirements/areas for development.
Assist in the formulation and delivery of care packages, to meet the needs of service users including reviews, medication, admissions and discharge procedures.
Liaise with Social Care Workers, team colleagues, care managers, service users and other agency professionals as necessary, to ensure a well co-ordinated service which is responsive to changing needs.
Take lead role in quality control systems, including service user feedback sessions.
Protect service users personal information and strictly observe principles and procedures to ensure confidentiality.
Identify and report any unmet needs or service deficits to the Registered Manager.
Ensure care plans, risk assessments, and all manual and computerised information pertaining to service users and staff are maintained and updated timeously.
Maintain health and safety recording systems, including accident and incident reporting.
Chair staff meetings as delegated by Registered Manager, and attend service, departmental and inter-agency meetings as required, representing the service.
Responsible for the management, supervision and support of staff within the service as delegated by the Registered Manager.
Maintain professional standards of conduct and practice in keeping with Departments aims, policies and procedures and legislation.
In conjunction with the Registered Manager, ensure relevant training for service staff in order to meet the requirements of the post, including adequate levels of induction.
Regularly access and disseminate training knowledge and skills as part of continuing professional development.

Promote a culture which respects the service users independence, privacy, choice and rights to take calculated risks.
Adhere to the Codes of Practice for Social Services workers and employers.
Authorise orders and invoices from an agreed budget.
Use a range of computer packages, including Microsoft Office.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

SVQ4 (SCQF9) in Social Services and Health care.
OR
Practice qualification that meets the SSSC registration requirements as a Supervisor in a Care at Home Service i.e. HNC in Health and Social Care, SVQ3 (SCQF7) in Health and Social Care AND a supervisory qualification that meets the SSSC registration requirements as a Supervisor in a Care at Home Service, or requirement to achieve this within first period of registration.
OR
Having a minimum of 5 years previous relevant experience, as detailed in the experience section of this person specification AND there is a requirement to achieve the two required qualifications within 3 years.
Registration with the SSSC as a Supervisor in a Care Home Service for Adults within 3 months of appointment
Previous work with people in a social care service.
Ability to demonstrate knowledge of current legislation and codes of practice.
Ability to demonstrate knowledge of care planning and review processes.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the service.

Requirements of the Role

Disclosure/PVG:	PVG Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No