

## **JOB PROFILE**

**Post Title: Social Care Worker (Learning Disability and Autism) – Entry Point**

**Service: Adult Services**

**Post No: Generic**

Adult Services provides support to adults over the age of 16 years who have assessed needs. The people who use our services (individuals) have additional support needs associated with learning disability or autism and require support to continue to live independently in their own homes, to attend Day Support and meaningful activity or have short break respite.

Social Care Workers are responsible for providing direct support to individuals in a variety of settings. This can include in their own home or supported tenancy, within Care Inspectorate registered services (supported vocational activity or short breaks) and in the community, enabling the individual to achieve their goals, identified priorities and personal outcomes.

The Social Care Worker role includes ensuring that individuals receive high standards of care and support to help retain their potential level of independence and dignity throughout their lives. This can include; intimate personal care, developing daily living skills, training, social activities and other meaningful activity in accordance with their identified needs and wishes, whilst supporting individuals, as far as possible, to avoid danger and harm.

You will work as part of a team, as well as working alone, and will be responsible for providing the highest quality of care and support. You will contribute by providing a personalised and responsive care service for individuals and their carers. You will support individuals in a variety of ways with matters that are important to them. You will support individuals with varying abilities and complexity of support needs, including behaviours that challenge e.g. palliative care, lifespan and spiritual events and complex health conditions.

You will be responsible for promoting the quality of life of each individual, in a variety of settings including day support, community activity, short break and/or within the individual's own home and during transition (where relevant). You will provide person-centred care in accordance with individual support plans, and contribute to maintaining a positive environment that promotes the individual's independence within their personal capabilities.

You will be committed to making a positive difference to the lives of the individuals we support and those who care for them. Ensuring individuals are enabled to design and direct their own care and support as fully as possible to achieve their personal outcomes. We recognise and value the carers and families of individuals we support as equal partners in care.

## **Core Responsibilities / Duties**

- Demonstrate the core values that support the Health and Social Care Standards which are central to all work undertaken with the people we support. These are; Dignity and Respect; Compassion; Be Included; Responsive Care and Support; and Wellbeing;
- To provide person-centred care in accordance with individual support plans and the Health and Social Care Standards and Scottish Social Services Council's Codes of Practice;
- To support individuals who use our services in all aspects of their life i.e. personal, physical, social, spiritual intellectual, cultural and emotional care of individuals. This includes assisting with intimate personal care tasks and the physical assistance of individuals as required;
- To support individuals to express their views and wishes;
- To practice and facilitate risk enabling approaches within relevant policy and procedure;
- To be responsive to behaviours that challenge and have the ability to support de-escalation;
- To support individuals who use our services to engage in positive relationships, to encourage and promote social interactions within the home and in the community with family and friends, and as citizens;
- To work flexibly to meet the needs of individuals across a 24 hour service (as appropriate), working shifts on a rota system, on day or night duties and do sleep-ins as/if required by the service;
- To contribute to maintaining a positive environment that promotes individuals' independence and choice within their personal capabilities;
- To work closely with individuals who use our services, and if appropriate communicate their support needs with others;
- To contribute to the assessment of individuals who use our services to ensure the service will be able to meet their identified needs and/or support achieve identified outcomes;
- To deliver services in accordance with existing support plans along with others supporting individuals who use our services. For example Personal Assistants and people from the Third and Voluntary sectors;
- To work in partnership with the multidisciplinary team to promote the health and wellbeing of individuals. This will require recording information on care records;

- To use electronic systems for recording, reporting, training and communication as required by the service;
- To provide and maintain accurate daily case records;
- To administer medication in line with relevant policy and procedures. Training will be completed before commencing this task;
- To practise good standards of infection control in line with professional standards;
- To undertake domestic duties and nutritional support as per assessed need;
- To provide day-to-day financial support where required, e.g. accessing money in safe keeping;
- To communicate in a professional, courteous and respectful manner and adhere to strict confidentiality guidelines;
- To participate in regular supervision and work related meetings;
- To obtain and meet SSSC registration requirements within appropriate timeframes, maintain registration and to adhere to the Scottish Social Services Council Codes of Practice;
- To take responsibility for your own learning and development, to actively participate in learning opportunities and to meet and maintain your Continuous Professional Learning (CPL) requirements;
- To work positively supporting visits and inspections designed to monitor and/or improve service delivery.

From time to time, the Council may require you to undertake duties outside those specified or within another service area. In addition staff will be working co-operatively alongside services both internal and external to the Council.

**Allowances:** These will vary according to workplace; they may include stand-by, unsocial hours and sleep ins, and will be detailed on the written statement of particulars of employment.

## **PERSON SPECIFICATION**

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**This person specification describes the values and attributes of a suitable candidate for the role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.**

### **Shetland Islands Council Values**

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

In addition to our Values, you must evidence that you can demonstrate the Scottish Social Services Council (SSSC) core values of;

- Respect,
- Collaboration,
- Participation & Dignity and Empowerment

If you'd like more information on the SSSC values or any other queries, please visit the SSSC website - [Link to SSSC](#)

### **SSSC Registration:**

| Part of SSSC Register                                         | Social Care Workforce |                              |                         |
|---------------------------------------------------------------|-----------------------|------------------------------|-------------------------|
| Level                                                         | Support Worker        |                              |                         |
| Service                                                       | Type                  |                              |                         |
|                                                               | Care at Home Service  | Care Home Service for Adults | Housing Support Service |
| Assertive Community Transitions (ACT)                         | ✓                     |                              | ✓                       |
| Short Breaks & Respite (Newcragielea)                         |                       | ✓                            |                         |
| Supported Living (SL)                                         | ✓                     |                              | ✓                       |
| <i>Supported Vocational Activities (Eric Gray @ Seafield)</i> |                       | <i>Register not open</i>     |                         |

## Additional attributes of a SCW (Learning, Disability and Autism) - Entry Point;

|                                    | ESSENTIAL                                                                                                                                                                                                                        | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Personal Features/Qualities</u> | <p>Demonstrates compassion, integrity and consideration for the dignity and rights of people</p> <p>Empathy towards others</p> <p>Commitment to making a positive difference to others</p> <p>Honest and reliable/dependable</p> | <p>Embraces change: is able to be flexible and adapt to meet the changing requirements of the service</p> <p>Demonstrates a positive attitude, including towards social inclusion and equalities</p> <p>Demonstrating values of Equality, Diversity and Inclusion</p> <p>Must deploy a constructive and creative approach to problem solving</p>                                                                                                                                                                                   |
| <u>Relevant Experience</u>         | <p>Work or informal experience which demonstrates ability to support others</p> <p>Experience of operating (rather than working) as part of a team</p>                                                                           | <p>Experience of providing physical, emotional, social care and support.</p> <p>Experience and ability to evidence implementation of the care standards – every person is treated with respect and dignity and human rights are upheld</p> <p>Experience of working without direct supervision</p> <p>Experience of supporting people through loss and change</p> <p>Experience of working with adults with support needs including leaning disability / autism including to develop a person centred plan with a future focus</p> |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                      |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Experience of helping the individual to improve and maintain their skills / knowledge and/or independence                                                                                                                                                                            |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Experience of dealing with challenging situations                                                                                                                                                                                                                                    |
| <u>Education</u>                       | <p>Evidence of ability achieve SVQ2 / SCQF Level 6 or equivalent in a relevant qualification to obtain SSSC registration without a condition relating to qualifications</p> <p>To obtain and meet SSSC registration requirements within appropriate timeframes and maintain registration throughout employment</p>                                                                                                                                                                                                                                    | Possession of a National 4 in English or equivalent relevant qualifications or evidence of the ability to communicate effectively                                                                                                                                                    |
| <u>Skills, Abilities and Knowledge</u> | <p>An ability to adapt flexibly to different working locations and across services internally and an ability to work alongside services external to the Shetland Islands Council</p> <p>Ability to evidence a high level of resilience</p> <p>Good (rather than Excellent) interpersonal and communication skills</p> <p>Fluent spoken and written English</p> <p>Ability to maintain up to date / accurate records</p> <p>Physically fit to undertake all the duties of the post</p> <p>Understanding of and ability to maintain confidentiality</p> | <p>Knowledge of Health and Social Care Standards, SSSC Codes of Practice, and relevant policies and procedures</p> <p>Knowledge of roles of professionals and key others</p> <p>Good observational skills</p> <p>Knowledge of the values and principles of Self Directed Support</p> |

Ability to learn and use ICT systems

Good organisation and planning skills

Ability to travel throughout service area where public transport may be limited\*

**\*Travel at Work;**

**Social Care Workers shall provide care in a variety of settings including within the community. Therefore the worker will, in the majority of cases, be required to travel to undertake their duties. An ability to drive with a full driving licence is therefore highly desirable and may be essential depending on the demands of the service. The travel requirements of each post will be made clear through the recruitment & selection process.**

|                                       |                                             |
|---------------------------------------|---------------------------------------------|
| Allowances:                           | Distant Islands Allowance                   |
| Evaluated Grade:                      | G                                           |
| Date of Evaluation:                   | 02/03/2023                                  |
| PVG Membership:                       | Adults – for all, Adults & Children for ACT |
| Disclosure Check:                     | -                                           |
| Pre-employment Medical Questionnaire: | -                                           |
| Date of Last Amendment:               | 03/09/2024                                  |