COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Relief Special Carer	**Job Number:**	Various
Department:	Health & Social Care	**Grade:**	D
Location:	Western Isles Day Centres	**Date:**	2026
Responsible To:	Chief Officer (Health & Social Care); in the first instance to the Senior Social Care Worker		

Job Purpose

To work enthusiastically as a member of a team that promotes and supports Adults with Support needs to maximise their inclusion, independence and planned outcomes. This can be within a variety of settings and include overnight support needs of a person where necessary.

Duties

1. Contribute to a programme of activities which meet the needs of service users.
2. Contribute to the development of services and work creatively to introduce new opportunities for service users.
3. Work closely with Day Care Officers/Social Care Workers to support their Key Working role.
4. Undertake appropriate tasks as requested.
5. Develop and maintain well managed service user records as required by your line manager.
6. Contribute to written reports as appropriate; including annual reviews, case conferences, risk assessments, care plans, others.
7. Attend meetings as required by your line manager.
8. Prepare and participate in supervision, staff meetings, and training to develop practice skills and knowledge.
9. Meet targets set within your performance appraisal period.
10. 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.
11. Escort and driving duties for those who hold a valid driving licence.
12. Assist and support volunteers and students.
13. Inform your line manager of any developments, circumstances or events which may have implications for the service and/or Comhairle. An example of this may be in regards to incidents, accidents, disclosures of information or observations of poor practice.

14. Ensure compliance with legislation such as Health and Safety Act 1974, Adults Support and Protection Act 2007, Regulation of Care (Scotland) Act 2001, Adults with Incapacity Act 2000, Misuse of Drugs Act 1971 and others as relevant to the post.

15. Support and promote health and emotional wellbeing 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.

16. Provide care in a person's own home or alternative accommodation and where necessary provide evening and overnight support for a person's needs in accordance with the Care Plan, relevant risk assessments and protocols. The level of care will be assessed and detailed within the Care Plan. This may require you to support a person's nutritional needs personal care, physical supports and management of all aspects of their home environment; this could include domestic supports, bill payments or any task that is reflected in the place the person resides and the level of their care need.



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.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Understanding the agenda of rights and responsibilities of people with support needs. E2. Understanding of confidentiality. E3. Insight into the lives of people with care and support needs. E4. Knowledge and application of the Regulation of Care (Scotland) Act 2001. E5. Understanding and application of the SSSC Codes of Conduct. E6. Knowledge of multi-agency working	D1. Understand the changing agendas for adults with support needs. D2. Understand key legislation and best practice guidelines. D3. Awareness of the needs of the service user group.
Skills and Abilities	E7. Ability to plan their work and prioritise, E8. Strong interpersonal skills. E9. Ability to pass on skills and knowledge to others. E10. Display professional values in relation to Adults with support needs. E11. Ability to compile and present reports for review/other meetings. E12. Ability to work effectively as part of a team. E13. Ability to work with behaviours that challenge services.	D4. Ability to communicate in Gaelic. D5. Ability to use a sign language. D6. Skills in art, music or computers. D7. Driving Licence.
Education and Experience	E14. Experience of working with people with support needs. E15. Experience of organizing group activities. E16. Minimum 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). E17. Experience of completing Risk Assessments. E18. Experience of care planning.	
Other Factors	E19. Flexibility. E20. Positive attitude to work. E21. Respect for others. E22. Empathy.	