

JOB OUTLINE	
JOB TITLE: Senior Social Care Worker	JET CODE: 7269
DIVISION: East Lothian Health & Social Care Partnership	
SERVICE/BUSINESS UNIT: Crookston Care Home	
REPORTING TO: Unit Manager	
RESPONSIBLE FOR: Social Care Workers and Social Care Assistants	
JOB PURPOSE: To assist in the management of the Residential Unit and contribute to the development and delivery of a high quality service to older people requiring residential care, in accordance with the values and principles of the National Care Standards, and within the policies and procedures of the Council.	
MAIN DUTIES: In the absence of the Unit manager and Assistant Manager undertake delegated responsibility for the overall management of the Unit. Represent the Unit Manager and Assistant Manager, as required. Contribute to the development and effectiveness of the Unit management and staff, including implementing Council's policies and procedures. Promote effective work practices within the staff group and assist with the staff development process. Ensure that the physical, emotional and social needs of the service users are met, ensuring residents' quality of life; right to participate in decision-making; personal privacy; choice and independence are preserved and promoted, in conjunction with the Unit management team. Work directly with residents by liaising between residents and their families, providing daily reports on residents' care plans and arranging residents' reviews. In line with the Medication Policy, place orders; carry out stock checks; record medication; carry out audits; deal with discrepancies or medication errors; supervise staff drug rounds. Carry out observations for residents i.e. blood pressure, temperature, oxygen, etc. as required and report as appropriate. Deal with residents' savings, including welfare fund and petty cash.	

Supervise staff, including scheduling rotas; timesheets, chairing staff meetings; staff absence reporting and sickness absence meetings; training; recruitment and selection; and performance and review (PRDs) in accordance with Council policies and procedures.

Awareness of Health and Safety within the Unit and for all staff, residents and visitors.

Undertake risk assessments for staff, residents, building and equipment.

Carry out fire checks and fire drills.

Assist with the palliative care of residents, provide support to families and liaise with undertakers.

Report faults relating to the building / Unit grounds.

Liaise with external agencies regarding the need for individual residents (e.g. General Practitioners) or the Unit as a whole (e.g. Police, Fire Brigade etc. in the event of extreme emergencies caused by flood, fire or gas leak).

Respond to emergencies e.g. sudden death of a resident; disturbance of residents; absence/illness of staff member during shift, causing residents to be at risk; intruder etc.

Liaise with and respond to other staff/agencies (e.g. Emergency Duty Team) in the event of all other emergencies and emergency referrals/ admission / discharges.

Be aware of and be responsive to the needs of older people with mental health problems e.g. Dementia.

Actively participate in staff meetings.

Undertake training and development, including online learning.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Hold an SVQ Level 3 or an HNC in Social Services (or equivalent in a related subject) and be able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience with the PDA Health & Social Care Supervision SCQF Level 7 (or equivalent supervisory qualification which meets the professional registration requirements of SSSC **OR** hold an SVQ Level 3 or HNC in Social Services (or equivalent in a related subject) and a commitment to achieve a supervisory qualification which meets the professional registration requirements of SSSC in the first period of registration.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

SSSC registration is an **essential** requirement of this role. If you are appointed and are not already a member of the Supervisor in a Care Home Service for Adults section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	SVQ Level 3 or HNC in Social Services (or equivalent in a related subject) and PDA Health and Social Care Supervision SCQF Level 7 (or equivalent supervisory qualification which meets professional registration requirements) and be able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. OR SVQ Level 3 or HNC in Social Services (or equivalent in a related subject) and able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience and a commitment to achieve a supervisory qualification which meets the professional registration requirements of SSSC in the first period of registration This role requires PVG clearance for regulated work with protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the Supervisor in a Care Home Service for Adults section of the SSSC Register, you will be required to apply for registration within 3 months of your start date to ensure that you are registered within the required 6 months.	
Previous Experience (Paid & Voluntary Work)	Extensive experience of working with older people in a key worker capacity	Experience of supervising staff

	Experience of providing direct personal care Experience in the administration of medication	Experience of ordering, returning and auditing medication
Knowledge/ Skills /Competencies	Understanding of the specific needs of older people Knowledge of dementia and its effect on older people Knowledge of the Care Inspectorate Effective verbal and written communication skills A skilled user of IT e.g. Microsoft Office Knowledge of developing and implementing care plans Knowledge of carrying out risk assessments Effective organisational and time management skills Ability to report accidents/incidents and update records	
Personal Qualities	Ability to maintain confidential information relating to sensitive or personal matters Must maintain a level of fitness to be able to undertake the physical aspects of the role Ability to use own initiative Ability to work under pressure and meet deadlines Ability to work flexibly as part of a team Ability to develop effective relationships with stakeholders Ability to deal with conflict	

Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	
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