

JOB OUTLINE	
JOB TITLE: Social Care Worker	JET CODE: 7268
SERVICE: Access & Older People – Ongoing Care	
DIVISION: East Lothian Health & Social Care Partnership	
REPORTING TO: Unit Manager	
RESPONSIBLE FOR: None	
JOB PURPOSE: To assist in the provision of personal care and support to older people requiring residential care, in accordance with the values and principles of the National Care Standards, Scottish Social Services Council Codes of Practice and within the policies and procedures of the Council.	
MAIN DUTIES: Develop individual care plans and risk assessments of service users ensuring that the physical, emotional and social needs of the service user are met, ensuring that quality of life and the right to participate in decision-making, personal privacy, choice and independence are preserved and promoted. Act as a key worker for designated residents, regularly reviewing and monitoring care plans and updating as required. In conjunction with the Senior Social Care Worker, contribute to residents' review meetings in line with policies and procedures. Provide practical direct personal care in accordance with the service users individual care plan by, for example providing assistance and or support with mobility, personal hygiene and care Accurate recording and administration of medication in accordance with the Medication policy, including ordering and monitoring of service users who choose to self-medicate. Develop and maintain detailed knowledge of Unit Procedures, implementing them as required i.e. Evacuation Fire Procedures, Missing Persons etc. Liaise with external agencies regarding the needs of individual service users (e.g. General Practitioners) or the Unit as a whole (e.g. Police, Fire Brigade etc. in the event of extreme emergency caused by flood, fire, or gas leak). Be aware of and responsive to the needs of older people with mental health problems e.g. dementia.	

Liaise with Duty Senior in the event of an emergency e.g. Sudden death of a resident; disturbance of residents; absence/illness of staff member during shift, causing residents to be at risk; intruders etc.

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

Ensure that all changeover information is passed on to day/night duty workers and report significant observations/events relating to resident care.

Provide palliative care support to service users and their families/carers.

Ensure at all times that care practice is non-discriminatory and that residents' personal beliefs and preferences are appropriately acknowledged.

Assist in the admission/discharge process and collate the necessary paperwork required for admissions and discharges, e.g. recording personal effects and valuables etc.

Awareness and implementation of Health & Safety procedures, in particular protective clothing and equipment, Food Handling Regulations, Moving and Handling and Fire Safety.

Awareness of security and offer assistance to visitors entering or leaving the Unit.

Be responsible for ensuring all tasks and duties are carried out in line with care plans and the needs of the Unit.

Support and mentor Social Care Assistants, Apprentices and Student Placements as required.

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:

- Educated to SVQ Level 3 in Social Care (or equivalent) and be able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience **or** educated to SVQ Level 2 in Social Care (or equivalent with a willingness to achieve the SVQ Level 3 in the first period of registration to meet the Scottish Social Services Council registration requirements.

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 relevant 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	Educated to SVQ Level 3 in Social Care (or equivalent) and be able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience or educated to SVQ Level 2 in Social Care (or equivalent with a willingness to achieve the SVQ Level 3 in the first period of registration to meet the Scottish Social Services Council registration requirements. 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 relevant 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)	Experience of working with older people Experience of providing direct personal care Experience in the administration of medication	Experience in the role of key worker
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	

	Effective organisational and time management skills A skilled user of IT e.g. Microsoft Office Ability to report accidents/incidents and update records	
Personal Qualities	Ability to maintain confidential information relating sensitive or personal matters 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 Ability to deal with conflict Kind and compassionate Patient and understanding of others needs Effective listener Empathetic towards others Calm and caring Approachable	
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	