

1. JOB IDENTITY

Post Title:	Care Assistant	Service:	Health and Social Care
Section:	Social Work	Grade:	Care E
Reports to:	Care Home Manager		

2. JOB PURPOSE

- To support the provision of high-quality care and support to individuals which is right for them; to ensure that people are treated with dignity and respect and are enabled to fully participate in decisions about their care.

This role will require flexible working, following a rota pattern which will include evenings and weekends.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Assist and support individuals by following their personal care plan, which will include the administration of medication.
- Contribute to the maintenance, updating and reviewing of personal care plans.
- Undertake personal, intimate care tasks.
- Ensure that service delivery is in line with the relevant policies and procedures.
- Contribute to a homely setting which gives individuals choice and enables them to make informed decisions about how they spend their day.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- SVQ 2 Social Services and Healthcare which must be achieved within 3 years of SSSC registration.
 - Academic achievement to Scottish National Level 4 or 5, Standards Grades or equivalent transferable experience.
 - Ability to undertake mandatory training.
 - SSSC Registration within 3 months of appointment then maintain registration and undertake annual declaration to evidence core learning.

5. EXPERIENCE

- Essential:**
- Understanding and awareness of the rights of older adults and a person-centred approach to care.
- Desirable:**
- Previous work experience in a caring role with older people in a health or social care setting either in the community or residential setting.

- Experience in the administration of medication.
- Understanding of care planning review systems.

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good interpersonal skills and team working, with the ability to use initiative and be adaptable and flexible in approach.
 - Understanding of the need to maintain confidentiality.
 - Knowledge and understanding of a person-centred approach in relation to health and social care.
 - Ability to undertake personal, intimate care tasks.
- Desirable:**
- An awareness of the Health and Social Care Standards; My Support, My Life
 - Knowledge of health and safety in the workplace.

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post