



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Social Care Assistant	Job Number:	Various
Department:	Health & Social Care	Grade:	D
Location:	Western Isles Care Homes	Date:	September 2026
Responsible To:	Head of Partnership Services; 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 actively take part within local resources and facilities, to maximise their inclusion, independence and planned outcomes. This can be within a variety of settings and include the 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 Social Care Workers/Day Care Officers to support their Key Working role. Undertake appropriate tasks as requested.
4. Develop and maintain well managed service user records as required by your line manager.
5. Contribute to written reports as appropriate; including annual reviews, case conferences, risk assessments, care plans, and others.
6. Attend meetings as required by your line manager.
7. Prepare and participate in supervision, staff meetings, and training to develop practice skills and knowledge.
8. Meet targets set within your performance appraisal period.
9. 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.
10. Escort and driving duties for those who hold a valid driving licence.
11. Assist and support volunteers and students.
12. Inform Senior Social Care Worker and/or Team Leader 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.
13. Ensure compliance with legislation such as Health and Safety Act 1974, Adults Support and Protection Act 2007, Regulation of Care (Scotland) Act 2001, Adult with Incapacity Act 2000, Misuse of Drugs Act 1971 and others as relevant to the post.
14. 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.



15. 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 need, personal care, physical supports and support the 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 care needs.



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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Job Number: Various

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Understanding the rights and responsibilities of people with support needs. E2. Understanding of confidentiality.	D1. Knowledge of following Risk Assessments. D2. Knowledge of key legislation and best practice guidelines.
Skills and Abilities	E3. Interpersonal / Social skills. E4. Ability to gather and retain information and follow instructions. E5. Ability to work effectively as part of a team. E6. Demonstrated respect and professional values for Adults with support needs. E7. Ability to work with behaviours that challenge services.	D3. Ability to communicate in Gaelic. D4. Ability to use a sign language. D5. Skills in art, music or computers. D6. Full UK driving licence.
Education and Experience	E8. Minimum of 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. E9. Experience of providing personal care.	D7. Experience of working with adults with support needs. D8. Experience of following Care Planning.
Other Factors	E10. Flexibility. E11. Positive attitude to work. E12. Empathy. E13. Respect for others.	

