

FALKIRK COUNCIL



Job Profile

Job Title:	Social Care Worker
Reporting to:	Resource Centre Manager or Senior Social Care Worker
Responsible for Line Management of:	N/A
Your Job is to:	To provide support to Adults with dementia, learning and physical disabilities creating an environment that is conducive with the National Care Standards. You will be actively involved in the “setting up” of individual support plans and the recording of information as required.
Grade:	F

What you will do :

Job Specific Tasks

1. Responsible for establishing and maintaining a homely atmosphere, one with enables service users to maintain independence within their personal capabilities
2. Assist in the personal, physical, social and emotional care of residents
3. Liaise with parents/carers, community and health care services as appropriate.
4. Where appropriate to be responsible for the safety and care of the service users belongings.
5. Provide and maintain accurate records such as care plans, review reports and case notes.
6. Attend full staff and care group staff meetings, participate in staff support systems and training where appropriate.
7. To take reasonable care for your own health and safety and that of others whilst at work.
8. Co-operate with managers and the Council to ensure compliance with safety regulations and the Adult Services Policy and Procedure for Health and Safety.
9. To inform colleagues of relevant developments during handover and to report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.

Job Demands

1. You will be based in a Care Home.
2. You will be required to plan and organise your own workload.
3. You will regularly be responsible for cash handling or processing financial transactions such as invoices
4. You will be expected to communicate well with colleagues and others.
5. You will provide a front-line service to council customers.

6. You will be responsible for handling and processing information.
7. You will be responsible for moderately expensive equipment.
8. You will be required to maintain confidentiality at all times.
9. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • Gain/maintain SSSC registration. • Gain/maintain PVG membership for working with Protected Adults	• SVQ Level 3 in Relevant social work qualification or equivalent • HNC in Relevant social work qualification or equivalent	Application Form Interview
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Relevant experience is required.	• Experience in moving and handling. • Experience working with adult care groups. • Experience using MS office packages. • Experience in direct cash handling. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview