

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Social Care Assistant	JET CODE: 7212
DIVISION: East Lothian Health & Social Care Partnership	
SERVICE/BUSINESS UNIT: Ongoing & Acute Care	
REPORTING TO: Unit Manager	
RESPONSIBLE FOR: None	
JOB PURPOSE: To assist in the provision of personal care and support for residents in order to achieve agreed outcomes in line with the National Care Standards.	
MAIN DUTIES: Providing support to people living in the care home to make their own choices and to achieve their goals. Contribute to the implementation of individual care plans according to residents needs and wishes. Create and maintain a supportive atmosphere where residents can achieve maximum independence and respond sensitively and flexibly to a wide range of individual resident situations. Create and maintain a supportive atmosphere to achieve identified personal outcomes and Following appropriate training, provide direct personal care in accordance with individuals assessed needs and care plans including: - Assisting/supporting with personal hygiene and appearance. - Assisting/supporting with dressing/undressing. - Enabling residents to eat and drink, using a variety of aids. - Assist individuals with toileting, including continence products, stoma and catheter care. - Assisting/supporting mobility using a variety of aids, wheelchairs, hoists, stand aids, walking aids. - Assist with transfers to/from bed and chair. - Enabling residents to achieve physical comfort. - To deliver care to the resident at end of life and to support families during and after bereavement. - Other duties as defined within care plans and as directed by senior staff.	

To escort residents to appointments such as hospital, GP, dentist, podiatrist using a variety of mobility aids.

Record/update all appropriate charts on food, fluid, oral hygiene etc.

Accurate recording and administration of Topical medication in line with Medication Policy.

Contribute to admissions and discharge of residents by logging/returning personal items! medication and showing them around the building etc.

Assist with residents' rooms ensuring that bed linen and towels are changed regularly and undertake other domestic type duties as required.

Supporting people to engage in activities run by the Unit.

Maintain awareness of Adult Support and Protection guidance and, where necessary immediately inform the line manager of any concerns.

Awareness and implementation of Health & Safety issues, in particular protective clothing equipment! food handling regulations, moving and handling and fire safety.

Report all accidents and incidents and document following Policy and Procedure.

To work in partnership with colleagues within the organisation and external agencies.

Ensure at all times, that care practice is non-discriminatory and that individuals personal beliefs and preferences are appropriately acknowledged and respected, in line with SSSC Codes of Practice and relevant National Care Standards.

Report any significant events to Senior staff on duty.

Attend and contribute to staff meetings.

Undertake training and development and on-line training

Awareness of security and offering assistance too visitors entering or leaving the premises.

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 2 in Social Care (or equivalent) or a willingness to achieve the SVQ Level 2 in the first period of registration to meet the SSSC 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:

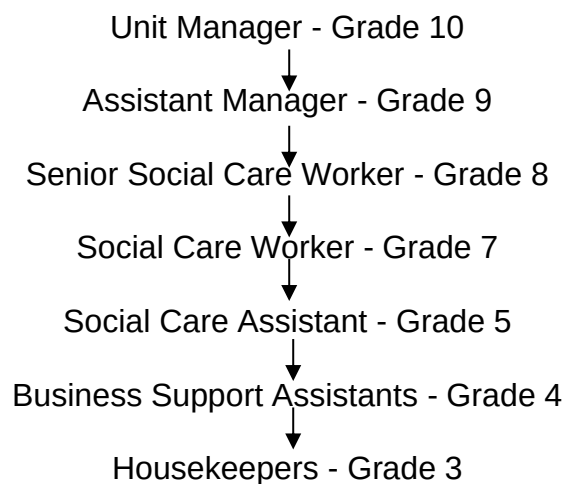
- **SSSC registration** is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration as soon as possible and this must be **achieved within three months of your start date**.

TEAM OBJECTIVES:

To deliver person centred holistic care to residents with complex health conditions achieving outcome focused goals in line with the Care Inspectorate and the National Care Standards.

ORGANISATIONAL STRUCTURE:

Crookston Care Home



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Educated to SVQ Level 2 in Social Care (or equivalent) or a willingness to achieve the SVQ Level 2 in the first period of registration to meet the SSSC 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 as soon as possible and this must be achieved within three months of your start date.	
Previous Experience (Paid & Voluntary Work)	Experience of providing direct Personal Care.	Experience of working with Older People
Knowledge/ Skills /Competencies	Effective verbal and written communication skills Effective organisational and time management skills Ability to use own initiative	Understanding the specific needs of the older person. Knowledge of Dementia Knowledge of the Care Inspectorate

	Ability to work flexibly as part of a team Ability to manage and prioritise workload Ability to maintain confidential information relating to sensitive or personal matters.	Knowledge of the SSSC
Personal Qualities	Kind and Compassionate. Patience and understanding of other's needs. Effective Listening. Empathy 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	