



JOB OUTLINE	
JOB TITLE: Care Support Worker	JET CODE: 6664
SERVICE: Access & Rehabilitation – Home Care	
DIVISION: East Lothian Health & Social Care Partnership – Access & Older People	
REPORTING TO: Care Support Organiser	
RESPONSIBLE FOR: None	
JOB PURPOSE: To provide assistance, encouragement, practical and emotional support to the service user within their own home with all aspects of daily living including personal care and domestic tasks. Working in partnership with the Health and Social Care professionals and Line Manager, the post holder will hold a key role in the care planning process, setting aims and targets for individual clients enabling them to maximise their full potential and independence.	
MAIN DUTIES: <ul style="list-style-type: none"> • Responsible for the delivery of direct personal care and support to clients in their homes, in accordance with individual Care Plans aims and targets. • Create and maintain a supportive atmosphere where clients can achieve maximum independence in their home; and respond sensitively and flexibly to a wide range of individual client situations. • Report regularly to the Organiser, both about services delivered to particular clients and about the operation and development of those services, as part of the Care Plan. • Following appropriate training, provide assistance, support and enablement with personal care and daily living tasks in accordance with clients' assessed needs. • Be aware of health and safety issues and promote safe working practice in accordance with guidance. • Maintain awareness of Adult Support and Protection guidance and, where necessary, immediately inform line manager of any concerns. • Where changes occur in level of support required, refer to the professional for support and guidance. • Record and maintain case records in line with departmental and statutory guidelines, escalating any changes in the client's needs. 	



- Participate in rotas, as required by each service.
- Carry out carers' assessments in accordance with statutory requirements.
- To work in partnership with colleagues within the organisation and in external agencies.
- Participate in appropriate staff meetings as required.
- Undertake training and staff development as required.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

SVQ 2 in Social Services and Healthcare **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

If you do not hold the above qualification, you will be required to undertake a course of study to obtain an SVQ Level 2 qualification within the required timescale to meet the requirements of SSSC.

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	<p>SVQ 2 in Social Services and Healthcare and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.</p> <p>If you do not hold the above qualification, you will be required to undertake a course of study to obtain an SVQ Level 2 qualification within the required timescale to meet the requirements of SSSC.</p> <p>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.</p> <p>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.</p> <p>As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.</p> <p>*Where a disability precludes you from obtaining a driving licence, ELC will take into account its responsibility to make reasonable adjustments to allow for your disability.</p>	
Previous Experience (Paid & Voluntary Work)	Experience in a health or social care setting.	Proven experience of caring for service users with a range of



	Experience to indicate a mature approach with the ability to respond to planned and unplanned situations in a calm, flexible way.	complex needs; and experience of working without direct supervision in a situation requiring self-reliance is desirable.
Knowledge/ Skills /Competencies	<p>Ability to work to both specific and changing care plans to assist service users to reach their full potential and independence.</p> <p>Ability to accurately record and report achievements and to identify areas where aims and targets are not being met.</p> <p>Ability to work with both service users and their carers to enable full potential and independence for the client.</p> <p>Ability to work closely with colleagues, line managers and other professionals, contributing to reviews and care planning for service users.</p> <p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p>	
Personal Qualities	<p>Ability to prioritise a varied and complex workload.</p> <p>Ability to use own initiative.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to work flexibly as part of a team.</p> <p>Ability to work independently.</p> <p>Ability to develop effective relationships with stakeholders.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p>	



Council Behaviours	<p>We are Person Centred</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	