East Lothian
Health & Social Care Partnership

JOB OUTLINE	
JOB TITLE: Emergency Care Worker	**JET CODE: 5083**
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 deliver an emergency service (24 hours 7 days per week) providing personal care and support to older people living in their own homes, in line with Department policies, procedures and standards.

MAIN DUTIES:

- Assume joint responsibility with Care Support Worker(s) for service users within their own home.
- Contributing to individual care plans and meeting the service users assessed needs.
- To contact and liaise with external agencies in respect of the needs of individual service users (e.g. General Practitioners, Emergency Social Work Services, Ambulance, Police, Fire Brigade, Contact Centre etc).
- Contact and liaise with external agencies in respect of the needs of individual service users in the event of extreme emergency, e.g. Sudden death of service user; Disturbance of service user caused by intruders or attempted intrusion; Absence/illness of member of family/carer causing clients to be at risk; Fire, flood or gas leak.
- Contact the line manager in the event of extreme emergency.
- Ensure handover information is passed to all workers and report significant observations/events relating to client's care to Social Worker/Occupational Therapist.
- Ensure that duties relating to health and safety and food handling are carried out in accordance with all current legislation, Council procedures and guidelines.
- Responsible for the security of service users within their own home environment.
- Be familiar and adhere to the Missing Person Procedure when necessary, in accordance with Adult Wellbeing Guidelines.

- Participate in staff meetings.
- Undertaking training and development relevant to the post.

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**.

Special Requirements

For night shift posts only, there is a requirement to participate in standby duties to meet the service requirements.

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PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	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.** 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 **within 3 months** of your start date to ensure that you are **registered within the required 6 months**. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle. *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.	
Previous Experience (Paid & Voluntary Work)	Experience in providing direct personal care.	

	Experience in care planning of individual service users.	
Knowledge/ Skills /Competencies	Understanding of the issues relating to the specific needs of older people. Effective verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	Ability to work without close supervision, using own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to maintain confidentiality relating to sensitive or personal matters.	
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	