ORKNEY ISLANDS COUNCIL

# Social Care Assistant

As per advert

## At a glance:

**Grade:** D
**Salary:** As per advert

**Allowances:**

- Distant Islands Allowance
- Unsocial Hours allowance - 10%

## Job Purpose:

Your work will include providing person centred care to individuals to enable them to live as independently as possible, in line with the principles of the Health and Social Care Standards and the Scottish Social Services Council Codes of Practice and local and national policies in relation to the protection of vulnerable adults.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

## Benefits and Support

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| 34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata) | Supported to work and earn whilst achieving qualification |
| Local Government Pension Scheme | Maternity, Paternity and Sick Pay |
| Comprehensive induction process | Employee Assistance Programme |

## Main Duties and Responsibilities

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| Understand, promote and adhere to the Health and Social Care Standards. |
| Work with and assist individuals to develop and review care plans. |
| Attend meetings relating to individuals, including family meetings and case conferences. |
| Encourage individuals to maintain contact with family, friends and the community. |
| Support individuals to take informed risk. |
| Ensure individual's dignity, privacy and choices are respected. |
| Prompt/administer medications, assisting service users with creams/lotions, eye/ear drops and inhalers in line with medication policy and procedures. |
| Ensure appropriate records, including medication administration records are maintained to reflect medication interventions and are in line with medication policy and procedures. |
| Assist with personal care including bathing, dressing/undressing, oral care, continence care, personal hygiene, shaving, hand/fingernail care. |
| Support individuals with eating and feeding as required. |
| Support mobility, including the use of mobility aids and equipment. |
| Promote and encourage physical activity in line with Care About Physical Activity principles. |
| Monitor and record health and wellbeing of individuals, escalating to line managers and/or other professionals/services as required. |
| Undertake escort duties on a one-to-one basis which may include lone working. |
| Carry out or contribute to relevant risk assessments. |
| Enable individuals to maintain personal management of their finances, including paying bills, handling cash, shopping, and community activities. |
| Empathise, reassure, and support individuals, families/carers throughout the care process, including palliative and end of life care. |
| Work with and support people who may demonstrate challenging or concerning behaviours. |
| Undertake practical household tasks in order to maintain essential hygiene within the home, e.g. tidying up of kitchen/bathroom, washing dishes, carrying out laundry, undertaking shopping. |

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| **(Short Beaks and Supported Living Network posts only**) Enable individuals to maintain personal management of their finances including paying bills, handling cash, shopping, and community activities. |

## Responsibilities for All

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| Embody the Council Values of Accountable, Reliable, Considerate and Collaborative. | Participate in team meetings, 1 to 1s, supervision and good conversations process |
| Handle all information in confidence and in line with Data Protection requirements | Comply with the Council Employee Code of Conduct |
| Work safely to prevent risk to yourself and others | Comply with relevant professional body codes of practice/conduct |
| Ensure Equality, Diversity and Inclusion | Any other duties appropriate to your grade |
| Undertake mandatory and relevant training and development | Where required Support the Council's emergency response |

## Skills and Requirements

### Must have

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| Hold, or achieve within 3 years of appointment, an SVQ 2 (SCQF Level 6) in Health and Social Care, or other equivalent level qualification accepted by SSSC for registration. |
| Registration with the SSSC as a Support Worker in a Care Home Service for Adults / Housing Support and Care at Home Service. |
| Ability to treat people with dignity, respect and compassion. |
| Ability to ensure people are included in and supported to make decisions for themselves. |
| Ability to demonstrate good written and verbal communication skills. |
| Ability to demonstrate a basic understanding of health and safety for yourself and others, including risk assessment. |

## Requirements of the Role

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| Disclosure/PVG: | PVG Adults | Convictions to Declare: | All |
| Politically Restricted Post: | No | Sponsorship: | Possibly |
| Work Additional Hours: | No | Term Time Post: | No |