Aberdeenshire COUNCIL

Job Profile

May 2017

1. JOB IDENTITY

Post Title:	Social Care Officer	**Service:**	Health & Social Care
Section:	Older people and disabilities	**Grade:**	Care Worker G
Reports to:	Facility Manager		

2. JOB PURPOSE

- Lead, as a key worker, in the provision of person centred care with holistic support of individuals, in a community or residential setting, whilst promoting equality and choice for all. Responsible for development, recording, implementation and review of personal care and support plans in partnership with service users.

This role will require flexible, evening and weekend working.

There is a responsibility for the post holder to work toward continuous improvement of the post for the benefit of the Service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Responsible for initiating, maintaining and updating of personal care plans, in partnership with the service users
- Enable individuals to carry out intimate personal care tasks, activities of daily living, as well as providing support in meeting social, spiritual and emotional needs
- Administer prescribed medication in line with policy
- Provide support for individuals and their families / carers through active listening and demonstrating a genuine understanding of their needs and rights
- Maintain record keeping systems in line with corporate records management standards
- Carry out general housekeeping duties as requested by the management team
- Use of approaches to manage behaviours that challenge in care settings

4. QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to HNC level in a relative discipline or equivalent transferable experience and skills
- SVQ 3 in Health and Social Care that meet SSSC registration requirements
- Ability to undertake mandatory training

Desirable:

- Qualification or courses undertaken and relating to health and social care

Agreed

5. EXPERIENCE

Essential:

- Experience in a caring role in health or social care either in the community or residential setting

Desirable:

- Experience of person centred care and support through use of personal care plans
- Experience of assessment of individuals in relation to health and social care needs
- Experience of support and supervision of staff

6. KNOWLEDGE AND SKILLS

Essential:

- Good literacy and communication skills
- An understanding of a person centred approach in relation to Health and Social care
- Genuine interest in the needs and rights of older people
- Ability to enable individuals to articulate needs and preferences
- An understanding of Health and Safety, in relation to working practices in a care setting
- Ability to facilitate activities in a group or individual setting
- Awareness of the importance of integrity, confidentiality, diplomacy and tact
- Ability to work on own initiative, with an adaptable and flexible approach, working unsupervised and within a team
- Ability to work variable shift patterns including weekend, evening and day time

Desirable:

- An awareness of the wider context in which health and social care services are provided
- Ability to use Microsoft Office packages to a proficient standard

Agreed

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Not applicable to this post.
Politically Restricted	Not applicable to this post.

Agreed