KEYWORKER post

JOB DESCRIPTION and PERSON SPECIFICATION

| Job Title                  | (Senior Care) Keyworker  
|                           | Scottish Social Services Council (SSSC) designation “Practitioner” |
| Location                  | Simeon Care for the Elderly Ltd  
|                           | Cairnlee Road, Bieldside, Aberdeen  AB15 9BN |
| Organisation              | Simeon is one of six independent Camphill Charities in the Aberdeen area. We are registered with the Care Inspectorate to provide residential care with nursing for 23 residents, Scottish Charity SCO12239 |
| Working time              | Monday to Sunday on a rota.  
|                           | Early shift 0700 to 1430 and late shift 1330 to 2100.  
|                           | Flexible rota includes some weekend working.  
|                           | Part time and flexible shifts possible by negotiation |
| Reports to                | The Nurse Manager.  
|                           | On a day-to-day basis the Care Team Leader or Nurse on duty |
| Supervising               | No responsibility for supervising staff. Post holder works as an equal member within the Care team |
| Pay                       | £8.14 - £8.60 per hour depending on experience, qualifications and training. Weekend uplift 9% |

JOB DESCRIPTION

Main Areas of Responsibility

Keyworker duties

- Act as key point of contact for the resident and their family, friends and other health and social care providers as appropriate.
- Contribute to assessing their needs and preferences.
- Support the development and implementation of their care plans.
- Contribute to reviewing care plans and attend review meetings.
- Maintain inventory of personal property and keep their personal space and rooms clean and tidy.
- Administer prescribed medication and maintain records.
- Create and maintain care and support plans and procedures for residents in consultation with Simeon nurses and allied care professionals to promote continuity of care.
• Monitor and review the service provided and make adjustments where necessary to meet changing needs in consultation with the lead nurse and others.

**Provide personal care and support with reference to individual care plans**

• To assist the residents in all areas of their daily personal care and hygiene needs according to their care plans.
• To support residents to engage in activities of daily life that promotes a sense of purpose, belonging, and achievement.
• To engage in conversations to help maintain residents’ sense of identity; upholding dignity at all times.
• To assist in the delivery of therapeutic care treatments under the supervision of qualified staff.
• To care for residents during illness and assist in end of life care under the supervision of qualified staff.
• To support residents to meet their spiritual and cultural needs and identity.

**Teamwork, Communication, Health and Safety**

• Maintain effective communication within your team and others, promoting team working and healthy working relations.
• Participate in creating a homely environment through supporting and joining meals, tea breaks and celebrations.
• Make daily entries in the care plans (computer based) and report observations about the health and well-being of individual residents to the appropriate senior person.
• Contribute to the care team’s knowledge and awareness of the changing needs of residents at the daily handovers and attend house meetings.
• Consult and follow written care and support plan procedures.
• Follow Health and Safety policies and procedures at all time.

**Training**

To take part in training and vocational courses as required.

**PVG/Disclosure**

As the role involves working in an environment with vulnerable people a PVG or disclosure will be required. If you are not a PVG member, you will need to apply for membership before you can work with us.

**Other requirements**

A degree of flexibility is needed. You may occasionally need to perform work not specifically referred to above to support the care team and residents. The need to do such duties will be reasonable and as agreed between the post holder and the manager.

**Person Specification**

**Qualifications**

• S/NVQ 2 is essential
• Applicants with relevant experience and a commitment to obtain S/NVQ 3 will be considered.

Knowledge and Experience

• Several years of experience in care work with older or vulnerable people essential.
• Care assessments and writing care plans.
• Person – centre care, dementia, end of life care.
• First Aid, Manual Handling, and Food Hygiene and Health and Safety certificates
• Safeguarding and protection of vulnerable adults is desirable.
• Carry out risk assessment related to your key client
• Basic Computer skills essential.

Personal Skills and Abilities

• Sound practical skills in personal care and good housekeeping or willingness to learn and improve those skills.
• Enjoy teamwork.
• Excellent communication skills
• Able to show respect, protect the privacy and uphold residents’ and fellow workers’ dignity in everyday practice.

Personal Qualities

• A compassionate and caring nature, with a desire to make people feel comfortable.
• Empathetic toward those who are frail, ill, suffering from dementia or dying.
• Willing to take initiative.
• Flexible, cooperative and approachable.
• You should feel able to uphold the Camphill ethos in Simeon and enjoy participating in a diverse range of the community's activities.