

CARE & SUPPORT ASSISTANT



JOB DESCRIPTION and PERSON SPECIFICATION

Job Title	Care and Support Assistant Scottish Social Services Council (SSSC) designation "Support Worker"	
Location	Simeon Care for the Elderly Ltd Cairnlee Road, Bielside, Aberdeen AB15 9BN	
Purpose	To provide care to 23 older people, of whom 6 may have learning disabilities.	
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	Bank relief Monday to Sunday on a rota. Flexible rota includes some weekend working. Early shift 07:00 to 14:30 and late shift 13:30 to 21:00.	
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	Monday – Friday	Saturday - Sunday
	£8.50 - £8.55 per hour	£9.27 - £9.32 per hour
	Depending on experience, qualifications and training.	
Other Benefits	Workplace pension scheme	

JOB DESCRIPTION

Main Areas of Responsibility

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.

Teamwork, Communication, Health and Safety

- 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.

This does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. Simeon reserves the right to require employees to perform other duties from time to 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.

Health and Safety Responsibilities

- Demonstrate a personal commitment to Quality, Health and Safety, and the Environment.
- The employee is responsible for both their own safety and for the safety of others.

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

	Essential	Desirable
Education and Qualifications	Applicants who are unskilled or minimally skilled in care who show a genuine interest to develop their vocational skills through training will be considered.	S/NVQ in Care.
Skills / Aptitude / Abilities	Genuine interest to develop vocational skills. Ability to work as part of a team. Excellent communication skills. Sound practical skills in personal care and good housekeeping.	Basic computer skills.
Knowledge		Principles of Care, First Aid, Manual Handling, and Food Hygiene certificates. Dementia. Older people's care. Understanding of Camphill.
Experience	Experience of caring for others.	Experience of care of older people.
Personal Attributes	A compassionate, empathetic and caring nature. Treats others with courtesy and respect at all times. Able to inspire the residents and care team's trust in you.	
Special circumstances of role		