

CARE & SUPPORT WORKER

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title	Care and Support Worker
Location	Simeon Care for the Elderly Ltd Cairnlee Road, Bielside, Aberdeen AB15 9BN
Purpose	To provide care and support to our residents under the guidance and supervision of senior staff. To ensure the house and home is clean, tidy and welcoming at all times.
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 SC012239.
Working time	Monday to Sunday on a rota. Early shift 07:00 to 14:30 and late shift 13:30 to 21:00. Flexible rota includes some weekend working.
Reports to	The integrated Nurse and Care Manager and General 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	£9.00 - £9.79 depending on experience, qualifications and training.
Other Benefits	Workplace pension scheme, 5.6 weeks annual leave (pro-rata), meals while on shift, ongoing training and development.

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.

Leadership

- Experienced workers to lead by example and help and support their colleagues.
- To take Keyworking responsibilities for some residents as allocated and required.
- Depending on experience, skills and knowledge, to lead on specific areas of responsibility.

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 certificate 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 with no prior experience or qualifications can be considered if they demonstrate a genuine interest to develop their vocational skills through training.	S/NVQ 2 in Care.
Skills / Aptitude / Abilities	Genuine interest to develop vocational skills. Ability to work as part of a team. Good communication skills. Sound practical skills in personal care and good housekeeping.	Basic computer skills. Excellent communication skills.
Knowledge	Principles and values of good care. Simeon Care.	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.	Leadership qualities.
Special circumstances of role		