

Job Description and Employee Specification – Home Support Worker

Health & Social Care

Service:	Health & Social Care
Division:	Adult Social Work Services
Job Title:	Home Support Worker
Responsible to:	Home Support Manager
Grade	NLC7
Conditions of Service	SJC
Date of last review:	

Job Outline

As a Home Support Worker you will provide a person centred approach to care, responding flexibly to the needs of the service users, which can in cases of complex care and reablement, change on a daily basis. You will also provide care and support to individuals and families consistent with their requirements.

Main Duties and Responsibilities

1. To provide a care and support to service users within the community, as detailed within their care plan and as instructed by your Line Manager.
2. To provide assistance with extended personal care tasks where required.
3. To demonstrate alertness to any changes in the health and wellbeing of clients on a daily basis and report these to your line manager.
4. Assist and work with colleagues from multi disciplinary backgrounds to raise the awareness of the reablement "ethos" across the Service, encouraging service users to self manage and maximise their independence.
5. To embrace new working practices, in particular assistive/SMART technology for supporting service users at home, ensuring and monitoring its use within the community and communicating this to service users and their families.
6. To assist in writing reports in conjunction with senior officers.
7. To be aware of the general policies of the Council and the Service to the extent that these policies affect the tasks undertaken.
8. To ensure compliance with the Service and the Council's Health and Safety policies, work procedures and all relevant legislation including statutory responsibilities and plans.
9. To undertake other duties as appropriate and as directed by your line manager.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING SVQ Level 2 in Health & Social Care or equivalent.	X		Verification of Qualifications/Application
Registration with SSSC (Scottish Social Services Council)	X		Verification of Qualifications/Application
WORK EXPERIENCE Work experience in a care setting.		X	Application Form/Interview
Experience of working with people within an employment or voluntary capacity, e.g. charity work, assisting with children's activity clubs.		X	Application Form/Interview
Experience of moving and assisting service users.		X	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY Willingness to undertake developmental/training opportunities in order to maintain or improve knowledge and skills.	X		Application Form/Interview
Effective verbal communication skills.	X		Application Form/Interview
Ability to work without on-site supervision/support.	X		Application Form/Interview
Ability to work as part of a team and independently.	X		Application Form/Interview
Ability to cope in stressful situations.	X		Application Form/Interview Application Form/Interview
Ability to recognise and report any complaints, concerns or issues immediately.	X		Application Form/Interview
Numeracy and literacy skills.	X		Application Form/Interview
Demonstrate initiative and imagination in caring for people.	X		Application Form/Interview
IT Skills.	X		
PERSONAL QUALITIES/ATTRIBUTES	X		

Articulate, pleasant, friendly and approachable manner.	X		Interview
Self-motivated and enthusiastic .	X		Interview
Sensitive and respectful to privacy and dignity of individuals.	X		Interview
As a team member, inspire to promote service users dignity, choice, rights and independence and ensure that service users receive a high quality service as determined by individual support plans.	X		Interview
Non-judgemental attitude.	X		Interview
Able to maintain a high degree of confidentiality regarding all aspects of work.		X	
Basic understanding of regulated services expectations including SSSC Code of Conduct			Interview
OTHER			
Flexibility to work weekends and shifts as part of normal working practice	X		Interview
Also able to work additional shifts if required to ensure critical service delivery requirements can be met.	X		Interview
Driving Licence (Merrystone Support Base only)	X		Interview