



February 2014

### 1. JOB IDENTITY

<b>Post Title:</b>	Care Assistant	<b>Service:</b>	Health & Social Care
<b>Section:</b>	Social Work	<b>Grade:</b>	Care E
<b>Reports to:</b>	Assistant Care Home Manager / Social Care Officer		

### 2. JOB PURPOSE

- Support the provision of care by attending to the needs and rights of older individuals within a caring environment.

This role will require flexible, evening and weekend working.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

### 3. CORE RESPONSIBILITIES / DUTIES

- Assist individuals to carry out intimate personal care tasks, general day-to-day activities, and providing support in meeting social, spiritual and emotional needs
- Contribute to the maintenance and updating of personal care plans, using both verbal and written recording systems
- Carry out general housekeeping duties as required by the management team
- Use of approaches to manage behaviours that challenge in care settings

### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
  - Ability to undertake mandatory Health and Safety training for example People and Object handling, Crisis and Limitation Management (CALM)
  - SVQ 2 in Health and Social Care or agreement to undertake in post within specified period
  - Willingness to commit to training in order to achieve SSSC Registration
- Desirable:**
- SVQ 2 and relevant SSSC Registration

## 5. EXPERIENCE

- Essential:**
- Previous work experience in a caring role with older people in health or social care either in the community or in a residential setting
  - Experience of following and delivering personal plans of care
  - Intimate personal care experience

## 6. KNOWLEDGE AND SKILLS

- Essential:**
- Good interpersonal skills and team working skills, within the ability to use initiative and be adaptable and flexible in approach
  - Understanding of the need to maintain confidentiality
  - Knowledge and understanding of the Person Centred Approach in relation to Health and Social Care
- Desirable**
- Awareness of care planning and review systems
  - Knowledge of Health and Safety in the workplace

## 7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this position.
Politically Restricted	Not applicable to this position.