

# Job Description and Person Specification

<b>Position:</b>	<b>Senior Home Support Worker</b>	<b>Salary:</b>	<b>£18,200 per annum</b>
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COMPANY INFORMATION		
<p>Alltogether Care Services provide Health and Social Care for Adults within West and East Dunbartonshire. We are committed to providing the best standard of care and have been awarded excellent grades from the Care Inspectorate. Our Service Users are predominantly frail elderly, people with dementia or age-related illnesses. We also support adults with life limiting conditions, physical or learning disabilities. We support our Service Users by following their Personal Support Plans, assisting them with washing, dressing, toileting, oral hygiene, continence care, medication support, domestic support and much more.</p>		
JOB DESCRIPTION		
<p>This vacancy is Full Time based on 3 days one week, 4 days the following week, so you always know your working pattern. The role requires flexibility to work in all our areas/runs, acting as a first point of call for staff and Service Users. You will be predominantly field based for most of your working time with the rest of your time dedicated to administration.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Carry out and oversee all aspects of the Service, which may include personal care and socialisation</li> <li>• Ensure Care Diaries and any additional records relating to Service Users are accurately maintained</li> <li>• Conduct Spot Checks, Observations and Return to Works on Home Support Workers</li> <li>• Carry out on going Risk Assessments for Service Users</li> <li>• Hold regular documented team meetings</li> <li>• To promote / ensure that the SSSC Codes of Practice and the Health and Social Care Standards are met</li> <li>• Participate in on-call rota</li> <li>• Participate in Induction / Refresher training for new and existing Home Support Workers</li> <li>• Take direction from the Care Coordinator and Operational Team</li> </ul> <p><b>Support Staff in the Delivery of the Service:</b></p> <ul style="list-style-type: none"> <li>• Identify staff training needs, and plan to meet these needs in conjunction with the Training Manager</li> <li>• Provide direct support and on-site coaching to Home Support Workers</li> <li>• Shadow / mentor new Home Support Workers</li> </ul>	<p><b>Function:</b></p> <p><b>Location:</b></p> <p><b>Reports To:</b></p> <p><b>Required:</b></p>	<p>Operational Company Office/Field Based</p> <p>Care Co-ordinators Training/Monitoring Officer</p> <p>PVG Full Driving Licence SVQ Level 2 At least 2 years care experience</p>

Why work for us?	Person Specification
<ul style="list-style-type: none"> <li>• Training and Development opportunities for your continuous personal development</li> <li>• Fast paced, dynamic company with a vision of expansion and growth</li> <li>• An Equal Opportunities Employer</li> <li>• An Employer that has Pride and Passion in the People they employ and support</li> <li>• A "Real Living Wage" Employer</li> <li>• A truly rewarding career within an organisation who value their dedicated staff</li> <li>• Competitive Pay Rates</li> <li>• Full Induction Training</li> <li>• Paid In-House Training once employed</li> <li>• Paid Holidays/Government Pension</li> </ul> <p><b>We are proud to be an Equal Opportunities and Disability Confident Employer.</b></p> <p><b>All posts are subject to Disclosure Scotland PVG Vetting.</b></p>	<p><b>Essential Skills and Experience you will need to carry out the role:</b></p> <ul style="list-style-type: none"> <li>• Driving Licence and use of your own car for commuting between service users and office</li> <li>• Time Management skills and ability to prioritise your workload</li> <li>• Ability to work independently but also be able to contribute strongly as part of an operational team</li> <li>• Caring, positive disposition, demonstrating reliability, honesty and integrity</li> <li>• Proven to be a role model to others and demonstrate ability to lead by example</li> <li>• Excellent communication and interpersonal skills</li> <li>• Strong decision-making skills</li> <li>• Excellent knowledge of computer applications e.g. Microsoft Office</li> <li>• SVQ Level 2 essential, SVQ Level 3 desirable</li> <li>• Excellent People Management skills</li> <li>• Strong Organisation skills</li> </ul>