



March 2016

### 1. JOB IDENTITY

<b>Post Title:</b>	Home Carer	<b>Service:</b>	Health & Social Care
<b>Section:</b>	Home Care	<b>Grade:</b>	Care E
<b>Reports to:</b>	Care Team Co-ordinator		

### 2. JOB PURPOSE

Provide care and support to service users and their families within their own homes to manage aspects of daily living, allowing service users to live independently, and promoting their rights, autonomy and choices.

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 and support the service user in a person centred approach to undertake the activities of daily living to help maintain their quality of life and remain at home as per the outcomes and goals identified in their personal plans and in adherence to National Care Standards
- Provide or assist with intimate personal care when required
- Follow procedural guidelines and complete appropriate recording documentation in required formats
- Contribute information in review of service users and updated personal plans
- Work closely with other professionals and informal carers in order to achieve optimum independence for individual users
- Use hand held device in order to access work schedules and record hours worked
- Report accurate and relevant information to appropriate person to assist with the quality of service provision

#### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
  - Relevant SSSC registration or must obtain within 6 month timeframe
  - Current valid driving licence
- Desirable:**
- SVQ Level 2 in Health & Social Care or agreement to undertake in post within specified period

#### 5. EXPERIENCE

- Desirable:**
- Experience of working in a care setting

#### 6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to work on own initiative and within service required guidelines
  - Ability to build and sustain appropriate professional relationships within the team and family members
  - Ability to communicate clearly to service users and other professionals using a range of communication methods
  - Understanding of the needs and rights of older people and people with disabilities
  - Ability to cope with demanding work from both a physical and emotional perspective
  - Ability to exercise discretion in dealing with confidential and or sensitive matters
- Desirable:**
- Ability to work in challenging situations with diplomacy and tact
  - Knowledge of Health & Safety standards in the workplace

## 7. ADDITIONAL REQUIREMENTS

Driving Compliance	The employee will be required to produce their licence, on request, at periodic intervals.
Politically Restricted	Not applicable to this post.
Work Smart	This position is designated as a <b>'Mobile'</b> post as detailed on the Worksmart website - <a href="http://worksmart.aberdeenshire.gov.uk/">http://worksmart.aberdeenshire.gov.uk/</a>

AGREED