

AVENUE CARE SERVICES



Job Profile

Job Title	Social Care Officer
Service	Care Services
Grade and salary	£6.70- £9.10 dependant on area and qualification
Reports to	Service Manager

Job Purpose

To provide personal care and support to people who, because of illness or disability, require intensive support to remain in their own homes and reduce the likelihood of them entering into continuing care (Hospital or care Home).

Main accountabilities

- The social care officer will be required to undertake a variety of duties which will include the following:-
- Personal care tasks including:-
 - . Total care assistance with dressing/undressing
 - . Washing and bathing
 - . Toileting and continence care
 - . Catheter and colostomy care
 - . Moving and handling using specialist equipment
 - . Dental care
 - . Assistance with shaving
 - . Optical care
 - . Sanitary care
 - . Prompting with Medication
 - . Prosthesis care
 - . Assistance with feeding
 - . PEG feeding (with appropriate supervision and training)
- Domestic tasks including general housework, meal preparation, budgeting, menu planning, cooking and laundry relating to incontinence.
- Social tasks including talking with clients, helping clients maintain contacts with family, friends and the community; assisting with shopping, recreation etc.
- To support service users who have communication difficulties.
- To enable service users to undertake personal and domestic tasks.
- To contribute to the protection of individuals from abuse, as per operational instructions.

- To ensure that the practice is at all times anti-discriminatory.
- To provide, where possible, the support required to enable carers to continue in their caring role as contributors to the care plan.
- Maintain records in the service user's home, and report any changes in the service user's circumstances to the care manager.
- To carry out duties within health and safety legislative guidelines and report back to the service manager all hazards that may cause injury to themselves or others.
- To provide practical support to vulnerable families with children as directed by line manager.
- To attend and contribute to the team meetings.
- To participate in Employee Review and development.
- To undertake appropriate training as directed by line manager and cooperate with the introduction of new procedures and/or new equipment and technology.
- To adhere to the values, principles, operational instructions and guidance of the service.
- To be conversant and adhere to the Scottish social services codes of practice.

Job specific requirements

There is a requirement that short listed candidates will meet all the requirements stated in the job profile.

Knowledge and experience
<ul style="list-style-type: none">• Experience of caring for vulnerable people in the community (for example older people, people with physical or learning disabilities, mental and ideally people with dementia)
<ul style="list-style-type: none">• Understanding the needs of people who are vulnerable or at risk.
<ul style="list-style-type: none">• The ability to cope calmly with emergency situations.
<ul style="list-style-type: none">• The ability to cope sensitively with death and bereavement.
Customer care
<ul style="list-style-type: none">• Sensitivity/empathy to the needs of others
Health and Safety
<ul style="list-style-type: none">• You have a personal responsibility for taking care of yourself and others and must comply with all relevant health and safety legislation.
<ul style="list-style-type: none">• You must undertake any H & S training relevant to the post.
<ul style="list-style-type: none">• Able to meet the demands of the job and attend on a regular basis.
Equality and dignity at work
<ul style="list-style-type: none">• The ability to treat colleagues and customers with dignity and respect.
<ul style="list-style-type: none">• Anti – discriminatory attitude
Communications
<ul style="list-style-type: none">• Efficient and effective communication skills
<ul style="list-style-type: none">• The ability to liaise with other professionals in an appropriate manner.
Flexibility
<ul style="list-style-type: none">• Ability to work in a variety of situations
Achievement of results
<ul style="list-style-type: none">• Applicant s must have or be willing to commit to undertaking and achieving a minimum of SVQ 11 in health ad social care.
Quality
<ul style="list-style-type: none">• Experience of working within the operational guidance and standards of an organisation.
Team working
<ul style="list-style-type: none">• Ability to build good working relationships with others.
Decision making and problem solving
<ul style="list-style-type: none">• Ability to work on own initiative
<ul style="list-style-type: none">• Objectivity in coping with difficult situations
Any additional requirements
<ul style="list-style-type: none">• A driving licence and the use of a car for work are essential.