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**JOB DESCRIPTION AND PERSON SPECIFICATION**

**SOCIAL CARE WORKER (CARE AND SUPPORT)**

**BACKGROUND**

Centred is a progressive charitable company based in the Highlands that supports people through mental ill health towards mental well-being and provides domiciliary care throughout the Highlands.

**LOCATION:** Inverness Support Service

**REPORTS TO:**The Community Services Manager.

**Salary £23,400.00 - £25,545.00
(£12.00-£13.10 Hourly)**

**HOURS:**Part Time or Relief 6pm – 11pm

**JOB SUMMARY**

The Social Care Worker/Pracritioner (Care and Support) will be required to provide tea calls and evening medication prompts and support while maintaining a warm, supportive atmosphere in which service users are encouraged to manage their own lives through the values of inclusion and recovery.

The Social Care Worker/Practitioner (Care and Support) may also be asked to undertake other tasks as required and as appropriate to the post holder’s skills.

**KEY TASKS**

**SERVICE PROVISION**

* Support service users to put into practice all the principles of safety in the home.
* To establish a supportive relationship with each service user.
* To encourage service users to take their medication and where appropriate for some individuals to support in the administration of this – ensuring you adhere to the policies and guidance relating to administration of medication at all times and have completed any required in-house medication training.
* Support service in the preparation of evening meals as appropriate.
* To be involved in individual plans for service users and ensure that methods of working contribute to the success of these plans.
* To complete monthly summaries with service users and maintain other records and provide information for service users’ reviews.
* To liaise with other professionals involved with service users and to involve other professionals in times of concern.
* Advise the Manager/Assistant Manager of any changes in service user needs, which may affect support hours.

**GENERAL**

To assist the Community Services Manager/Assistant Community Services Manager to support volunteers and students on placements as required.

**PERSON SPECIFICATION**

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| **Attributes** |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Willingness to undertake and achieve SVQ Social Services and Health Care Level 2. which is a requirement of SSSC registration.
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| **Work Experience** |  | * Previous experience of working in health and social care.
* Knowledge of mental health issues and mental health recovery.
* Work experience which has enabled candidate to develop transferrable skills.
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| **Skills and Knowledge** | * Commitment to engaging with mandatory training and other learning opportunities.
* Basic computer skills- Word documents, use of email communication.
* Good time management
 | * Knowledge of mental health issues and mental health recovery.
* Knowledge of Health and Safety at Work regulations.
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| **Interpersonal Skills** | * Good standard of verbal and written communication skills.
* Ability to work effectively as part of a team
* Ability to develop positive therapeutic relationships with service users whilst maintaining professional boundaries.
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| **Personal Qualities** | * Professional integrity
* Awareness of own values, strengths and weaknesses.
* Willingness to seek support and guidance from more experienced colleagues.
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| **Health Attributes** | * Good physical and mental health and the understanding of the need to maximise health in relation to Codes of Practice.
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| **Circumstances** | * Ability and willingness to work flexibly as required to meet the needs of the service.
* A full UK driving licence and access to own transport with business insurance
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The Company reserves the right to amend or change the above responsibilities to enable changing business needs to be met.

**STANDARDS OF PRACTICE**

The post holder will be personally responsible for registering with SSSC, for maintaining their registration, and complying with any requirements relating to registration set out by SSSC, including any training requirements. (See www.sssc.uk.com)

In addition, the post holder has a personal responsibility to deliver the service in line with the principles of Self Directed Support.

**SUMMARY OF TERMS AND CONDITIONS**

The post holder will hold a current and satisfactory PVG scheme membership or will secure this prior to commencement in post.

The post will be offered subject to two acceptable references and health clearance.

The post holder will participate in monthly supervision sessions and will have an annual appraisal.

Every job description will be subject to review on At least an annual basis.