

SPJ04 - Job Description - Carer

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title:	Carer
Reports to:	Senior Carer/Nurse
Job Overview: (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)	<ul style="list-style-type: none">▮ To provide care in accordance with best practice and legislative requirements, reflecting policies and procedures and agreed standards under the direction of the Senior Carer/Nurse▮ To support and enable Service Users to maintain skills and personal interests whilst delivering person-centred care unique to each individual▮ To maintain skills at a current level, undertake such training and development as required from time-to-time to maintain and progress knowledge
Location:	The No.1 Care Agency, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
Working Hours:	5 days over 7-day period, with varying shift patterns as agreed with the manager.

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Responsibilities and Duties of the Job	
Role Specific Duties:	<ul style="list-style-type: none"> Ensure Service Users are at the heart of the care delivery and their wishes and preferences enhance their wellbeing To contribute to the efficient running of the service Support Service Users to maintain their relationships and connections with the local community Ensure Personal Plans and other information about how to support Service Users are followed Be responsible for informing Senior Carer/Nurse of any changes in the needs of Service Users Be responsible for promoting and protecting the welfare of those individuals supported
Working with Others:	<ul style="list-style-type: none"> Develop effective working relationships with other employees within The No.1 Care Agency Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for Service Users If desired by the Service User, maintain and develop relationships with family, friends and other people important in their life
Leading by Example:	<ul style="list-style-type: none"> Seek opportunities for personal and professional growth Be a role model for other carers and be an ambassador for the service Work within the SSSC Code of Practice Be professional, polite and reasonable at all times
Personal Responsibilities:	<ul style="list-style-type: none"> Be registered with the SSSC and work within the Code of Practice Knowledge of, and work within, the Health and Social Care Standards Obtain the relevant qualification to remain registered with SSSC if not already in receipt of the qualification commensurate with the role Attend statutory training and any other training as directed by management Understand and follow all policies and procedures relevant to the role Be open to learning opportunities

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Person Specification

Specific Requirement for Qualifications	Essential	Desirable
Good English - Written and verbal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registered or willingness to register with SSSC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
SCQF Level 6 or willingness to obtain qualification	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Skills	Essential	Desirable
Proficient Written Skills		
<ul style="list-style-type: none"> Maintain all Personal Plans/care records in accordance with The No.1 Care Agency policy 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Leadership Skills		
<ul style="list-style-type: none"> Ability to induct and orientate new employees to the job role and service Provide Service Users with support/assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the bathroom Communicate any problems, concerns or changes to Service Users' family members as needed 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communication Skills		
<ul style="list-style-type: none"> Carers must build rapport with Service Users by establishing personal connections and showing interest in their lives The post-holder should recognise the importance of effective communication within the multi-disciplinary team, with Service Users and their families/friends, whilst recognising Service Users' needs for alternative methods of communication and respond accordingly Carers must have the communication skills to inform colleagues, management and professionals about the needs of Service Users 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Problem-Solving Skills		
<ul style="list-style-type: none"> Carers need to be able to adapt and address situations quickly Plan, develop, implement and assess approaches to promote health and well-being, whilst recognising and reporting situations where there might be a need for protection 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Specific Requirement for Previous Experience	Essential	Desirable
Previous experience of working in similar environment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous experience of working in similar role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience of working with Service Users, in particular, those that may have additional support needs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Value-Based Personal Qualities

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> Involve Service Users, family, external agencies & colleagues Speak up when things go wrong
Respect and Dignity	<ul style="list-style-type: none"> Understand person-centred care and can demonstrate treating people as individuals and respecting choices Promoting independence and encouraging appropriate risk taking
Everybody Counts	<ul style="list-style-type: none"> Ensuring no one is discriminated against or excluded Understand human rights and impact on care delivery Facilitating people to 'speak up' about concerns and acting upon them
Commitment to Quality of Care	<ul style="list-style-type: none"> Striving for quality in everything we do recognising and understanding what quality in care means for people using the services Being accepting about criticism and focusing on improvement Being open to new opportunities for learning and identifying the limits of skills and knowledge
Compassion	<ul style="list-style-type: none"> Treating people with kindness Understanding the importance of empathy in all areas of employment Understanding the values of others and always providing a caring service
Improving Lives	<ul style="list-style-type: none"> Focus on how things could be done better and sharing ideas Understanding of wellbeing and what is important to people using the service Improving outcomes for people Ensuring appropriate services are provided for people using the services