Job Profile

1. JOB IDENTITY

| Post Title: | Care Assistant |
| Service:    | Health & Social Care |
| Section:    | Social Work |
| Grade:      | Care E |
| Reports to: | Assistant Care Home Manager / Social Care Officer |

2. JOB PURPOSE

- Support the provision of care by attending to the needs and rights of older individuals within a caring environment.
- This role may 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 individuals to carry out intimate personal care tasks, general day-to-day activities, and providing support in meeting social, spiritual and emotional needs
- Contribute to the maintenance and updating of personal care plans, using both verbal and written recording systems
- Carry out general housekeeping duties as required by the management team
- Use of approaches to manage behaviours that challenge in care settings

4. QUALIFICATIONS AND TRAINING

**Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
- Ability to undertake mandatory Health and Safety training for example People and Object handling, Crisis and Limitation Management (CALM)
- SVQ 2 in Health and Social Care or agreement to undertake In post within specified period
- Willingness to commit to training in order to achieve SSSC Registration

**Desirable:**
- SVQ 2 and relevant SSSC Registration
5. EXPERIENCE

Essential:  
- Previous work experience in a caring role with older people in health or social care either in the community or in a residential setting
- Experience of following and delivering personal plans of care
- Intimate personal care experience

6. KNOWLEDGE AND SKILLS

Essential:  
- Good interpersonal skills and team working skills, within the ability to use initiative and be adaptable and flexible in approach
- Understanding of the need to maintain confidentiality
- Knowledge and understanding of the Person Centred Approach in relation to Health and Social Care

Desirable  
- Awareness of care planning and review systems
- Knowledge of Health and Safety in the workplace

7. ADDITIONAL REQUIREMENTS

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<thead>
<tr>
<th>Driving Compliance</th>
<th>Not applicable to this position.</th>
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<tr>
<td>Politically Restricted</td>
<td>Not applicable to this position.</td>
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<tr>
<td>Work Smart</td>
<td>This position is designated as a 'Fixed' post as detailed on the Worksmart website -</td>
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