

JOB PROFILE

Post Title: Trainee Social Care Worker

Post No: GENERIC

The purpose of the job is to actively provide person-centred care in accordance with relevant legislation and guidelines. To attend to the physical, social and emotional needs of the service users in your care, this could include;

- Older people, including those with needs associated with dementia;
- Children and young people, including those with special needs;
- Adults with learning disabilities;
- Adults with physical disabilities; and
- Adults with mental ill-health

in their own homes and/or in a residential, supported accommodation or day-care setting.

In accordance with the Scottish Social Services Council; all Social Work Service workers must adhere to the following Codes of Practice:

- Protect the rights and promote the interests of service users and carers;
- Strive to establish and maintain the trust and confidence of service users and carers;
- Promote the independence of service users while protecting them as far as possible from danger or harm;
- Respect the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people;
- Uphold public trust and confidence in social work services; and
- Be accountable for their practice and take responsibility for maintaining and improving their knowledge and skills.

During the fixed term appointment the Trainee Social Care Worker will be expected to gradually experience and carry out all duties of a Social Care Worker Grade G. Subject to successful completion of the fixed term appointment and probationary period the trainee will transfer into an established Social Care Worker Grade G post at year end.

Therefore the Trainee Social Care Worker will work to the same job specification as a Social Care Worker Grade G, but they will only gradually take on all functions, in line with their personal development plan.

- To provide physical, emotional, spiritual, intellectual, cultural and social care to service users in line with relevant care standards;
- To work alongside the keyworker in accordance with current policy and practice, with respect to identified service users;
- To undertake the keyworker role as part of a personal development plan.
- To assist with keeping care plans and risk assessments up-to-date and other relevant administrative tasks;
- To work closely with the keyworker to ensure service users and their families or representatives are as fully consulted and informed about their care as they want to be;
- To assist in the assessment of service users to ensure the service will be able to meet their needs;

- To participate in monitoring and evaluation of service users' care plans and risk assessments;
- To support service users in developing and/or maintaining their identity;
- To contribute to the provision of advocacy for service users;
- To promote equality of opportunities and non-discriminatory practice;
- To assist service users to develop and/or maintain contact with family, friends, health and other support services as appropriate;
- To assist service users with their own paperwork, appointments, homework etc, as appropriate;
- With guidance, to support individuals where abuse has been disclosed;
- To provide a stimulating environment for service users;
- To prepare and provide agreed individual and/or group activities for service users;
- To administer medication as directed by the individual's care plan in line with relevant procedures;
- To support service users with difficult or potentially difficult relationships;
- To receive and actively participate in regular supervision from designated members of staff;
- To participate in appropriate training and development;
- To participate in staff meetings, case conferences, service user reviews and other meetings;
- To be aware of and comply with relevant health and safety procedures; including infection control measures;
- To be aware of other relevant policies and procedures and apply them appropriately within the service;
- To communicate appropriately within and outwith the service, being mindful of confidentiality;
- To undertake any domestic duties or food preparation as required;
- As part of a personal development plan, to lead shifts as required, after an appropriate induction; and
- To work shifts on a rota system that may include on-call, waking night duties and sleep-ins.

From time to time, the Council may require the Trainee Social Care Worker to undertake duties outside those specified.

Allowances: These will vary according to workbase, they may include on-call, unsocial hours, sleep-in, essential car user, casual car user, telephone rental and will be detailed on the written confirmation of employment.