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## JOB DESCRIPTION

**POST:** SOCIAL CARE SUPPORT WORKER – Homes for Older People

**RESPONSIBLE TO:** Unit Manager

### **PURPOSE OF JOB:**

To assist the Social Care Practitioner in the provision of direct personal care and support to meet the needs of older people within a care setting.

The postholder will contribute to the care plans of individual residents by reporting any relevant information to the Social Care Practitioner.

The service provided will be compatible with the policies, procedures and standards, in line with Council Policy.

This will include some laundry and other personal care tasks relevant to the needs of the residents.

### **JOB SCOPE**

- The post holder will contribute to the care plans of individual residents by reporting any relevant information to the Social Care Practitioner.
- The service provided will be compatible with the policies, procedures and standards in line with Council Policy.
- This will include some laundry and other personal care tasks relevant to the needs of residents.

### **KEY TASKS**

To undertake responsibility, jointly with other social care staff, to provide care and support to all service users which respects their individual rights and choice.

To provide direct personal care where required in accordance with the service user's individual care plan by, for example:

- Assisting/supporting with personal hygiene and appearance, i.e. bathing, shaving, nail cutting, attending to laundry
- Assisting/supporting with dressing/undressing
- Assisting/supporting mobility
- Enabling service users to eat and drink
- Enabling service users to access and use toilet facilities
- Contributing to the management of service users continence
- Enabling service users to achieve physical comfort
- Contributing to the care of the deceased person
- Enabling service users to maintain contacts in potentially isolating situations, e.g. due to poor mobility, communication problems due to a stroke, assistance with letter writing
- Administering medication in accordance with Council Guidelines

## **RESPONSIBILITIES**

To advise and assist the designated key worker, where required, with:

- The preparation of written care plans.
- Monitoring of care plans: ensuring changing personal care needs are met.
- Contributing to changeovers and to report significant observations/events etc. relating to service delivery.
- Care reviews and to provide written assessments as appropriate.
- Maintaining service users' personal files in accordance with the "Open Access" Guidelines.
- Working in collaboration with families/carers/other agencies to provide a service.
- Supporting service users and others at times of loss.
- Being aware of and responsive to the needs of older people with mental health problems, e.g. dementia.
- To participate in the admission/discharge process.
- To be aware of health and safety issues, in particular the need to wear personal protective equipment, etc.
- To observe the Food Handling Regulations.
- To have awareness for security and to offer assistance to visitors entering the unit.
- To be familiar with the Missing Persons Procedure and to follow it when necessary in accordance with Service guidelines.
- To participate in staff meetings.
- To undertake training and development.
- To undertake such other duties as are appropriate to the job.

## **QUALIFICATIONS, SKILLS AND KNOWLEDGE**

**SVQ 2 in Health and Social Care or equivalent is essential**

**Appropriate registration with the SSSC is also essential**

**COMPLEXITY**

- **To acquire, develop and maintain a good understanding of the "core values" associated with social care, e.g. privacy, self-determination, dignity, choice, etc.**
  - **To be able to communicate effectively with service users/relatives/colleagues.**
  - **To observe, assess and record information in the context of service user care.**
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Example

