

# JOB DESCRIPTION

## Care Worker



Eildon Housing Association Ltd

July 2009

**Location:** 92-96 Craw Wood, Tweedbank:  
Care housing for older people with dementia

**Responsible to:** Project Manager or delegated senior staff member

**No of Staff Supervised:** None

### **Purpose of Job**

To provide direct care to residents to meet individual needs. The Care Worker will be responsible for ensuring the welfare of any resident for whom care is being provided and maximising their quality of life. The Care Worker will be expected to work without direct supervision.

### **1. Main Duties and Responsibilities**

- 1.1. To provide direct care as indicated in the individual's care plans, under the general supervision of the Project Manager or delegated senior staff member.
- 1.2. To be aware of residents' needs, observing and reporting to the senior care worker or other team leader, any changes in mental or physical welfare.
- 1.3. To assist in all functions related to the residents' welfare.
- 1.4. To ensure the privacy, dignity and confidentiality of residents, is maintained and respected at all times, and that all residents are treated equally.
- 1.5. To work in a way which contributes to effective teamwork.

### **2. Duties to include:**

- 2.1. Assisting residents to maintain physical comfort.
- 2.2. Assisting residents with their mobility.
- 2.3. Enabling residents to eat and drink.
- 2.4. Contributing to the management of resident continence, including assisting residents to access and use toilet facilities.
- 2.5. Contributing to the maintenance and control of equipment and materials.
- 2.6. Assisting residents to maintain personal hygiene and appearance.
- 2.7. Enabling residents to maintain contacts with family and friends.
- 2.8. Supporting residents and relatives at times of loss.

- 2.9. Contributing to the care of a deceased resident.
- 2.10. Contributing to the protection of individuals from abuse.
- 2.11. Supporting residents when they are distressed.
- 2.12. Contributing to the health, safety and security of residents within the home, in a manner which promotes dignity and self worth.
- 2.13. Being aware of, and adhering to, the policy and procedures of the home.
- 2.14. Taking an interest in and, where appropriate, supporting residents to pursue hobbies, interests and activities.
- 2.15. Encouraging contact and links with relatives and the local community.
- 2.16. Participating in staff meetings, in-service training, discussions and reviews where appropriate.

### **3. General**

- 3.1. To be aware of current Health and Safety Policy and to take responsibility for your own safety and the safety of other members of staff who may be affected by your acts or omissions at work.
- 3.2. Ensure the maintenance of confidentiality at all times in respect of matters pertaining to the Association.
- 3.3. Afford equal opportunity and access to all users of the Association's services and those involved in its delivery in accordance with the Association's Equalities policy.
- 3.4. Undergo training as necessary to maintain high quality standards of work.
- 3.5. Undertake any other duties appropriate to the post as directed by senior staff.

# PERSON SPECIFICATION

## Care Worker



Eildon Housing Association Ltd

July 2009

A Person Specification describes the ideal person to fill the job, and is a profile of the personal skills and characteristics that will be looked for in the recruitment and selection process. It lists a series of attributes divided into "essential" and "desirable" for an individual to possess in order to do the job.

### CRITERIA FOR POST OF CARE WORKER

	Essential	Desirable
<b>1. Education, Qualifications and Training</b> good general education relevant care qualification eg. SVQ in Care First Aid Moving and Handling Food Hygiene	*	* * * *
<b>2. Experience</b> provision of direct care working with older people in a residential setting	*	*
<b>3. Knowledge</b> care needs of people with dementia value base for social care the principles of confidentiality	* *	*
<b>4. Skills/Abilities</b> direct care skills provision of appropriate levels of support & assistance good communication skills working on own initiative without direct supervision work effectively as part of a team Be able to take charge and provide leadership and direction, in order to act as shift leader	* * * * * *	
<b>5. Personal Attributes</b> commitment to quality of care provision self-awareness and openness to examine practice calm, supportive and empathic approach positive outlook and enthusiasm	* * * *	
<b>6. Circumstances</b> able to work flexible shifts including early mornings, evenings and weekends able to rotate for periods onto nights	* *	

# CONDITIONS OF SERVICE

## Care Worker



Eildon Housing Association Ltd

July 2009

**Post:** Care Worker  
**Department:** Housing and Care Services  
**Location:** 92 - 96 Craw Wood, Tweedbank

### SALARY SCALES

The salary scale applicable to the post is:

POINTS	13 - 16
currently,	£14,991 - £15,999
	(pro-rata entitlement for part-time hours)

This salary includes a consolidated allowance for working irregular hours.

New employees are normally placed on the minimum of the scale. Progression through the scale will depend on qualifications and experience.

Salaries are subject to an inflationary review annually on 1 April, normally by reference to the RPI inflationary figure, as at the previous October. These awards are not automatic and are subject to affordability.

### INCREMENTS

Provided six months service within the grade has been completed, increments are normally applied on 1 April each year, subject to the scale maximum and satisfactory performance in post under the Association's performance appraisal scheme.

### PROBATIONARY PERIOD

Confirmation in post will depend upon the satisfactory completion of a six month probationary period. Satisfactory References and Medical Clearance are also required.

### ALLOWANCES

Care Workers may at times be required to rotate between days and nights. For night working a 7% allowance will apply. Staff undertaking sleep in cover will receive a payment of £31.26 per sleepover. There is an additional 68p per hour allowance paid to care workers acting as shift leaders.

### METHOD OF PAYMENT

Monthly on the last Thursday of each month direct to employees' bank or building society account.

### PENSION

All employees are normally eligible to join the Scottish Federation of Housing Association's Pension Scheme. Employee contributions are currently 7.7% of salary with employer contributions currently 15.4% of salary.

### HOURS OF WORK

Full and Part-time positions of up to 37.5 hours per week are available dependant on the successful applicants. A variety of shift patterns are available.

## **LEAVE**

The leave year runs from 1 January to 31 December.

The basic entitlement for full-time staff is 31 days (this includes public holidays) with one additional day's leave per calendar year of service up to a maximum of 5 days. Leave for part-time staff is in proportion to days worked.

## **SICKNESS ALLOWANCE**

Employees will be entitled to sickness allowance as follows:

<b>Service</b>	<b>Entitlement</b>	
	<b>Full Pay</b>	<b>Half Pay</b>
Up to 6 months	1 week	Nil
Up to 1 year	Up to 5 weeks	Up to 5 weeks
1 – 2 years	Up to 9 weeks	Up to 9 weeks
> 2 years	Up to 13 weeks	Up to 13 weeks

## **NOTICE PERIOD**

By the Association: One calendar month, subject to statutory minimum  
By the Employee: One calendar month

## **CRIMINAL RECORD CHECK**

It is a requirement for this post that a satisfactory Enhanced Level Disclosure Certificate is obtained from the Scottish Criminal Records Office. An existing Certificate which is less than 6 months old at time of appointment is acceptable.

## **EMPLOYMENT OF RELATIVES**

There are certain restrictions regarding the employment of direct relatives of existing employees or Committee Members. This does not prevent you from applying for a post but should be declared in your application form.

## **OUTSIDE WORK**

Outside work on any matter connected with official duties is not permitted. Prior permission must be obtained from the Association before any other outside paid or unpaid work is undertaken.

## **SMOKING POLICY**

Since 1985 the Association has designated all work locations and vehicles No Smoking areas and complies with The Smoking, Health & Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006. The Association provides access to smoking cessation support from trained external agencies. As far as as reasonably practical the Association will aim to minimise the risks of and protect employees from environmental tobacco smoke.

## **INTERVIEW EXPENSES**

Where applicants are required to travel to attend interview the Association will reimburse reasonable travel and subsistence expenses incurred. All expense claims other than car mileage must be supported by receipts. Expenses will not be paid where an applicant withdraws or refuses an offer of employment.