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| Job Description  CK0425SW | | |
| 1 | Employer | |
| The employer is the brother of the lady who requires care/support. | | |
| 2 | Job Identity | |
| **Post Title:** | | Relief Carer (carers) |
| **Location:** | | Cairnbulg, Fraserburgh |
| **Hours of Work:** | | **14 hours per week - to cover annual/sick leave**  **9am – 10am & 7pm – 8pm (7 days a week)** |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £12.66 per hour |
| 4 | Summary of job role | |
| Physically assist/ support with personal care tasks, washing/showering/hair, dressing, applying creams. Prep of breakfast etc– depending on her abilities that day. Again in the evening , wash, change into bed clothes. | | |
| 5 | Main Duties | |
| To work as part of a team of carers:   * Support with washing/dressing and with personal care * Supporting with dressing/undressing in to bed clothes * Applying creams * Changing the bed as required * To work according to guidelines and instructions given by the care manager and the employer * Respecting the lady’s and the employer’s privacy – ensuring confidentiality at all times * Maintaining a happy working environment and * Maintaining the lady’s safety at all times. | | |
| *Any questions concerning duties may be raised at the interview stage* | | |
| 6 | Supervision | |
| The Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the duties are, observing his directions and requests. It is also necessary to respect and promote the dignity and privacy of the lady, who receives support. | | |

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| 7 | Training |
| *Full training shall be offered to any successful applicant and shall be paid for by the employer*  Training requirements:   * Adult Support and Protection, People Moving & Handling | |
| **References and the Protecting Vulnerable Groups Scheme**  A reference from 2 employers, one of which should be current or recent is required. Employees will be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) | |

**Person Specification**

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| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
| **Experience** | A caring person who is willing to be trained in the role | Experience of caring for someone in a social care setting or in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II in Social Care |
| **Skills/Abilities specific to the post** | * Work on your own initiative and according to the employer’s instructions * Good team worker/player * Create and maintain a trusting relationship with the lady and the employer, whilst maintaining family privacy * Demonstrate good interpersonal skills * Be a sensitive, but confident communicator * Be consistent in approach and care tasks | Awareness of adults at risk protection issues |
| **Qualities** | * Caring and kind * Flexible and adaptable * Understanding and patient * Trustworthy and honest * Reliable and dependable * Be sensitive and aware * Sense of humour |  |
| **Additional requirements for this post** | Good timekeeping |  |