JOB DESCRIPTION

Ref no: HNA0325SW

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| 1. EMPLOYER |
| The employer will be the husband of the lady requiring support |

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| **2. JOB IDENTITY** | |
| **Post title: Relief Support Worker** | **Location: Fraserburgh** |
| **Hours of Work:**  Monday to Sunday  9 – 10 & 6 –7pm  (some flexibility in start times) | **Term:**  Permanent, Subject to a three month probation period |

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| **3. PAY** |
| **£ 13.86 per hour + travel if outwith the village** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Relief Carer(s) required to support a lady with physical difficulties, living in her family home. This lady requires support/assistance with personal care, washing & dressing.  She uses a wheelchair so will require to be transferred (training will be given).  She is looking for kind, patient carers who can provide gentle care, support and companionship in the morning and evening.  Can you support someone in your community to continue living as independently as possible, within her own home? |

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| **5. MAIN DUTIES** |
| Carer required to support and assist with the following duties :   * Support with personal care, washing, showering * Assisting with transfers to and from wheelchair * Assist/support with getting dressed AM & back into night clothes PM * Change bedding when required * Prompting to take medication * Providing drinks, snacks as required * Apply creams as required * Maintaining a happy working environment. * Maintaining my safety at all times. * Any other duties consistent to the duty and authorised by the employer. * Follow the care plan and advice given by other care professionals. |

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| **6. SUPERVISION** |
| Applicants ideally would have experience in a support role and would need excellent  communication skills and have the ability to follow professional guidelines regarding boundaries etc It is necessary to ask the employer what the duties are, observing his or other staff directions. |

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| **7. PERSONAL QUALITIES** |
| Suitable applicant must be caring, reliable, trustworthy, patient and punctual. Must be able to work with the employer to achieve the best possible level of care. Must respect the privacy of the family and confidentiality of any information obtained within the care setting. |
| **8. TRAINING** |
| Full training will be given, and paid by the employer. Any further questions can be discussed at Interview stage.  Adul Support & Protection/ Infection control/Food Hygiene. – elearning    First Aid & People moving & Handling – Classroom based |

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| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent may be required. Employees may be required to register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using direct payments. As an organisation we are not the employer, but merely assist people to recruit staff when required. If you are employed, your contract will be with the person in receipt of the direct payment and not with Cornerstone.**

**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)** |
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| **Experience** |  | Experience of working in a social care or voluntary care setting. Experience of supporting a relative/loved one with physical disabilities. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training | SVQ Level II |
| **Skills/Abilities specific to the post** | Good people skills  Good verbal & written communication skills  Reminiscence skills  Food preparation  Accept delegation and work without supervision  Create and maintain a good relationship with the supported person & the employer, while maintaining family privacy  Work to guideline and follow procedures | Awareness of adult/child protection issues |
| **Inter-personal and social skills** | Kind & Caring  Remian calm and composed in challenging situations  Non judgmental  patient |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping | Access t a vehicle and clean driving licence |