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| Job Description  MS0321SW | | |
| 1 | Employer | |
| The employer will be the gentleman, receiving care/support. | | |
| 2 | Job Identity | |
| **Post Title:** | | Carer |
| **Location:** | | Outskirts of New Deer |
| **Hours of Work:** | | **providing care on a 2:1 basis**  **approx. - 8am-9am , 12-1pm, 4pm-5pm, 8pm-9pm**  **Also to help cover annual and sick leave** |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £10.80 |
| 4 | Job Description | |
| 1. Assisting the gentleman with getting in and out of bed, personal care (showering and dressing) 2. Following care plan 3. Use of transferring equipment 4. Prepare simple/quick meals (lunch/Bedtime) 5. Provide drinks 6. Provide company through conversation whilst on shift 7. Administer creams if required 8. Maintaining safety at all times 9. Follow guidance of the gentlemen being supported 10. Follow guidelines as advised by care manager and other health professionals 11. Respecting confidentiality and the employers privacy | | |
| 5 | 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 the privacy of the gentlemen who receives the assistance. | | |

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| 6 | Personal Qualities |
| The Carer must be reliable, trustworthy and be positive & encouraging in their outlook to the work. | |
| 7 | Training |
| * First Aid * Adult Support and Protection * Manual Handling and Hoisting * Food Hygiene * Health & Safety and Risk Assessment   All training will be arranged and paid for by the employer | |
| **References and the Protecting Vulnerable Groups Scheme**  A reference from 2 employers, one of which should be current or recent is required. Employees may 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** | Experience of working with adults with support needs and personal care needs. | Experience of working in a care setting. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Accept delegation and work without supervision * Recognise your own limitations * Create and maintain a good relationship with the employer while maintaining family privacy * Good verbal and written communication skills | Awareness of adult/child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non judgemental manner * Work to guidelines and procedures * To have a good sense of humour * To enjoy a conversation on varied topics |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the employer.  Good timekeeping  Valid driving licence and access to a car due to location |  |