



Mission: "To provide the best of care and support to enable the community to fulfil its potential"

JOB DESCRIPTION

The job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

Job Title:	Support Worker	Ref: 058/09 Ref: 059/09 Ref: 060/09
Directorate:	Adult and Community Services	
Working Relationships:	Responsible to: Senior Support Worker or Service Manager Works closely with members of staff team	
Key External Contacts: (if applicable)		
Location:	Support Workers are based within Adult Residential Sites or in the Community.	

Purpose of Job:

To contribute to the provision of quality services to meet the needs of service users, according to agreed VSA standards, policies and regulatory requirements.

Main Duties/Responsibilities:

1. Communicating effectively with individuals according to agreed standards and procedures, accessing and updating records in keeping with guidelines.
2. Helping to provide a safe and protective environment by complying with health, safety, and security procedures, including medication, and reporting accidents/incidents when appropriate.
3. Supporting service users in their daily living, according to their recognised and agreed needs, providing personal care where necessary, adhering to practices which promote well-being, choice, and treating people with dignity and respect.
4. Assisting service users in developing and maintaining social networks and relationships.
5. Assisting and encouraging service users to develop skills and knowledge to live as independently as possible, if appropriate, with reference to the risk assessment process.
6. Participating in the development, implementation and review of personal plans with service users.
7. Supporting service users appropriately when they experience a significant life change or loss.
8. Developing one's knowledge and practice continuously through participation in training and development activities.
9. Carrying out any other tasks from time to time, provided they are reasonable and within the postholder's capabilities.

Qualifications/Training/Education:	
Essential: <ul style="list-style-type: none"> • Willingness and ability to achieve SVQ 2 in Health and Social Care within 3 years of appointment or as determined by VSA. 	Desirable: <ul style="list-style-type: none"> • SVQ 2 in Health and Social Care • Food Hygiene certificate
Experience:	
Essential: <ul style="list-style-type: none"> • Experience of working in a busy environment 	Desirable: <ul style="list-style-type: none"> • Experience of working in a caring role involving adults • Record keeping
Key Skills/Aptitudes:	
Essential: <ul style="list-style-type: none"> • Ability to communicate well verbally with individuals. • Ability to write short reports 	Desirable: <ul style="list-style-type: none"> • Basic I.T. skills (e.g.-mails)
Personal Qualities:	
Essential: <ul style="list-style-type: none"> • Approachable • Ethical • Non-judgemental • Team-worker • Health and Safety aware • Client Focused • Organised 	Desirable:
Other Job Requirements:	
<p>To comply with the registration and qualification requirements as laid down by the Scottish Social Service Council (SSSC) and to strictly adhere to the SSSC Codes of Practice. Ability to deal with difficult behaviour following VSA standards and procedures</p>	



CONDITIONS OF SERVICE

Post:	Support Worker
Location:	Forestgait, 22 Kings Gate
Standard hours of work:	32 hours per week (Ref 058/09) 30 hours per week (Ref 059/09) 21 hours per week (Ref 060/09)
Working pattern:	Worked to a rota over 7 days inclusive of weekends as and when required
Post status:	Permanent
Salary scale:	£15,740 per annum pro rata Unqualified Rate £16,492 - £16,816 per annum pro rata Qualified Scale
Qualification:	SVQ Level II in Health and Social Care
Enhancements	Double time for public holidays
Incremental progression:	<p>Provisionally awarded on 1 April annually subject to 6 months service in post. Employees with less than 6 months service in post at 1 April receive their first increment after 6 months then annually on 1 April thereafter.</p> <p>Unqualified applicants who become qualified will be placed on the qualified scale at the beginning of the following month of the date they become qualified. Applicants who become qualified 6 months prior to 1 April will receive their first increment on this date otherwise increment will be applied 6 months after the date of qualification then annually on 1 April thereafter.</p>
Payment method:	Paid by BACS on 2 nd last working day of each month
Annual Leave:	Pro rata to 23 days per annum An additional 3 days pro rata are granted after 5 years reckonable service.
Public Holidays:	Pro rata to 9 public holidays per annum as recognised locally
Notice period:	Employee - One month Employer – One month plus one additional week per year of service after four years service up to a maximum of 12 weeks
Induction:	4 day induction to be carried out prior to commencing in post; Monday to Thursday from 9:30 to 4:30
Disclosure:	Appointment subject to Disclosure Scotland Check at Enhanced level
