

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. *As a registered charity, it is reasonably expected that VSA employees will participate in some charitable/fundraising/publicity events and may therefore on occasion be requested to donate some of their own time.*

Job Title:	Support Worker	Ref: K05919
Directorate:	Adult & Community – Mental Health Services	
Working Relationships:	Responsible to: Operations Manager/Team leader Works closely with members of staff team	
Key External Contacts: (if applicable)		
Location:	Arrdeir House	

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.
10. Having awareness and work within internal control systems in your area to facilitate improvement in the quality of service provided

Qualifications/Training/Education:	
Essential: <ul style="list-style-type: none"> • Willingness and ability to achieve SCQF Level 6 in Social Services and Healthcare within 3 years of appointment or as determined by VSA. 	Desirable: <ul style="list-style-type: none"> • SCQF Level 6 in Social Services and Healthcare • 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.</p> <p>Ability to deal with difficult behaviour following VSA standards and procedures</p>	

CONDITIONS OF SERVICE

Post:	Support Worker
Location:	Arrdeir House
Standard hours of work:	Average 28 hours per week
Working pattern:	two weeks rolling rota including sleepovers and alternate weekends
Post status:	Permanent, Part-time
Salary scale:	Unqualified Rate £18,359.61 pa (£9.00 per hr) Qualified Rate £18,607.06 pa (£9.17 per hr)
Qualification:	SCQF Level 6 in Social Services and Healthcare or alternative as per SSSC
Enhancements	Double time for public holidays
Incremental progression:	<p>Qualified Rate: Provisionally awarded on 1 April annually subject to 6 months service. Employees with less than 6 months service at 1 April receive their first increment after 6 months service 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 1 week either side during probationary period
Induction:	Induction over 3 days to be carried out prior to commencing in post; Monday, Tuesday and Wednesday from 9:30 a.m. to 4:30 p.m.
SSSC Registration:	Successful applicant will be required to register with the SSSC and maintain valid registration.
PVG:	Appointment subject to PVG scheme membership/update