


JOB DESCRIPTION

Position:	Respite Worker	
Reports to:	Care Manager	
Date:	7 November 2017	

Purpose of Job

To provide high quality person centred independent social support; ie flexible respite, to adults and older people and give short-term relief for caregivers.

Main duties and responsibilities

1. To provide respite care that offers personal choice and treats clients with dignity and respect at all times.
2. To provide a dignified, safe and stimulating service where clients are encouraged to exercise choice and to promote their independence.
3. Provide companionship and support clients in daily activities, appointments, social activities and outings, both at home and within the community.
4. To support clients in their day-to-day living, including assistance with their personal care as per agreed care and support plans.
5. To assist with personal cleanliness; for example, continence, washing, bathing, showering, personal grooming and dressing and undressing as required.
6. Help prepare and serve light meals as required and provide assistance with feeding where necessary.
7. To undertake light housekeeping/ domestic tasks to support clients in their home such as washing up and cleaning tasks.
8. To develop and maintain good relationships with clients, their families and professionals involved with clients.
9. Reminders and prompts to clients to take medication.
10. To assist with oral and/ or topical medications as per the GPs'/prescribing medical examiner's instructions and with regard to the policies and procedures and safe recording practice of the company.
11. To support clients in managing their money under very tightly controlled circumstances; eg cashing pensions or allowances/ paying bills, at the nearest post office, bank.
12. To participate in maintaining and updating clients support plans.

13. Observe and report back promptly to the care manager any alterations in circumstances that can affect service provision.
14. To ensure all administrative tasks are carried out in accordance with the company's policies, procedures and standards.
15. To promote and ensure the good reputation of the service at all times.
16. Complete timesheets and expenses as required for submission to the care manager.
17. To attend/ undertake any supervision/ training as identified by the care manager to enable you to fulfil your role.
18. To ensure that respect and commitment to equal opportunities is always practiced.
19. To work in accordance with all Company Policies and Procedures and Guidelines.

Job context and other relevant information. The post holder:

- must discharge their relevant duties and responsibilities under the Health & Safety Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and all relevant Codes of Safe Working Practice and policies. The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
- must work in accordance with the Company's policies, procedures, information, instructions, and/ or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required to meet the needs and responsibility of the Service and the Company.

Person Specification

Job Title: Respite Worker

Criteria	Essential/Desirable
<p>1. Skills/Abilities/Knowledge <i>This section specifies the skills, abilities and knowledge the postholder must have to perform satisfactorily.</i></p>	
<ul style="list-style-type: none"> • The ability to provide One to One Care: to provide care and support so enabling a client to feel valued and respected as an individual 	Essential
<ul style="list-style-type: none"> • Ability and commitment to undertake care practice in accordance with the Scottish Social Services Council (SSSC) Code of Practice, National Care Standards, Scottish Commission for the Regulation of Care and the company's policies and procedures 	Essential
<ul style="list-style-type: none"> • Awareness of the needs and rights of adults and older people 	Essential
<ul style="list-style-type: none"> • Verbal Communication Skills: to communicate effectively with clients, relatives/ care givers, colleagues and other professionals 	Essential
<ul style="list-style-type: none"> • Interpersonal/ social skills: to be able to engage, develop and maintain professional relationships with clients, relatives, other professionals and to work as a team with colleagues 	Essential
<ul style="list-style-type: none"> • Written Communication Skills: to complete forms, records and care plans clearly and accurately 	Essential
<ul style="list-style-type: none"> • Ability to work as a lone worker 	Essential
<ul style="list-style-type: none"> • Emotional Resilience: to be able to cope with and respond to challenging situations; e.g. changing behaviour, bereavement. 	Essential
<ul style="list-style-type: none"> • Ability to recognise and identify hazards and minimise risk. 	Essential
<ul style="list-style-type: none"> • Basic computer skills, including experience using Microsoft Windows, word-processing and e-mail. 	Desirable

2. Experience

This section specifies the level and quality of experience required.

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| <ul style="list-style-type: none"> • Experience of working with people in a care/ support role with a vulnerable client group | Essential |
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3. Education/Qualifications

Degrees or diplomas obtained abroad are acceptable if they are of equivalent standard to UK qualifications.

<ul style="list-style-type: none"> • Scottish Vocational Qualification (SVQ) level 2 in Health and Social Care or equivalent qualification enabling registration with the Scottish Social Services Council (SSSC), or the requirement to obtain a relevant qualification enabling registration via self funding 	Essential (2017)
<ul style="list-style-type: none"> • REHIS Elementary Food Hygiene, moving and handling and first aid certificates. 	Desirable

4. Other

This section specifies other factors which may be necessary.

<ul style="list-style-type: none"> • PVG Scheme Membership-Adults 	Essential
<ul style="list-style-type: none"> • To have a flexible approach to work 	Essential
<ul style="list-style-type: none"> • Willingness to participate in training 	Essential
<ul style="list-style-type: none"> • To have a genuine interest in working with older people 	Essential
<ul style="list-style-type: none"> • To be able to work over a shift rota including days, evenings, overnight and weekends 	Essential
<ul style="list-style-type: none"> • Current driving licence (and use of car which is insured for business purposes) 	Desirable

5. Equal Opportunities

<p>This Company is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the postholder is willing to work in accordance with existing policies and codes of practice</p>	Essential
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6. Conditions of Service

<p>The post will be subject to the terms and conditions of the Company which are outlined within the Company's Contract/ Statement of Particulars of Employment.</p>
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