


## JOB DESCRIPTION

Position:	<b>Respite Worker</b>	
Reports to:	<b>Care Manager</b>	
Date:	<b>February 2024</b>	

### Purpose of Job

To provide high quality person centred care and support to adults and older adults and five short term respite to 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. To provide reminders and prompts to clients to take medication as per agreed support plans.
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 line with their support plan, in managing their money under very tightly controlled circumstances; eg cashing pensions or allowances/ paying bills, at the nearest post office, bank and recording all details in line with Company Procedures.
12. To participate in maintaining and updating clients support plans.

13. Observe and report back promptly to the Care Manager / Director of Care 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. To complete expenses/mileage claims as required for submission to the HR Manager.
17. To attend/ undertake any supervision/ training as identified by the Director of Care/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.

<b>Person Specification</b>
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**Job Title: Respite Worker**

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

**2. Experience**

*This section specifies the level and quality of experience required.*

<ul style="list-style-type: none"> <li>• Experience of working with people in a care/ support role with a vulnerable client group</li> </ul>	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"> <li>• Scottish Vocational Qualification (SVQ) Social Services</li> </ul>	Essential
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and Healthcare at SCQF Level 6 or equivalent qualification enabling registration with the Scottish Social Services Council (SSSC), or the requirement to obtain a relevant qualification enabling re-registration	
<ul style="list-style-type: none"> <li>• Food Hygiene, moving and handling and first aid certificates.</li> </ul>	Desirable

<b>4. Other</b>	
<i>This section specifies other factors which may be necessary.</i>	
<ul style="list-style-type: none"> <li>• Member of the Protection of Vulnerable Groups (PVG) scheme for adults and retain this membership throughout the period of employment with the Company</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• To have a flexible approach to work</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Willingness to participate in training</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• To have a genuine interest in working with adults and older adults</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• To be able to work day shifts, (evenings, weekends and overnights desirable)</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Current driving licence (and use of car which is insured for business purposes)</li> </ul>	Essential

<b>5. Equal Opportunities</b>	
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	Essential

<b>6. Conditions of Service</b>	
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.	