

**Care Worker Job Description and Duties**

Fairview Professional Services is seeking for dedicated, professional, friendly and compassionate home care workers to join our dynamic team.

**Reporting to: Registered Manager**

**Contract Hours: Various**

**Working Hours: Full Time: 7am – 2pm & 4pm – 11pm**

 **Part Time: Mornings: 7am – 2pm/ Evenings: 4pm – 11pm**

Home care is a very rewarding occupation for many people with a tendency to truly care about how their client feels and how well they do their job to make a difference in someone’s life. For a long term successful and stable career in health and social care, it requires a combination of a desire to care for others, passion for the job, a level-headed attitude and a practical up to date skill set.

Home Care workers will provide quality essential care and support to individual clients in accordance with the individual’s personal plan in order to deliver positive outcomes for the individual and enable them to maintain their dignity, independence and quality of life.

The role focuses on the individual and their different and changing care and support needs and choices, so the duties are diverse, which helps to keep the job interesting and increases job satisfaction and motivation.

Our clients’ levels of needs are different, so the level and amount of care and support will vary and take on many forms, from helping with housework and shopping, to assisting with meals, getting dressed, and even accompanying a person to an outside leisure activity or college/university. Some clients may need care and support an hour a week or for several hours a day.

We expect you to be able to:

* Look after the physical, emotional, cultural and social needs of clients using a person-centred approach
* Observe and promote the clients’ independence, dignity, human rights and the principles outlined in the health and social care standards
* Evidence that care is based on dignity and respect, choice, compassion, wellbeing and be responsive to their changing needs
* Create and maintain good professional relationships with clients, their family and friends and wider agencies
* Adhere to all regulatory and statutory obligations and our policies, procedures and guidelines.

At Fairview we value our team members and provide quality ongoing training and support to ensure you are equipped with up to date skills and knowledge needed to deliver high-quality care. We offer flexible working arrangements to accommodate your availability and provide opportunities for career progression within the company.

If you have a caring, empathetic nature and are truly passionate about making a difference in the lives of others, we would love to hear from you. Apply now and join our team of dedicated Home Care Workers.

**Responsibilities** **include**:

* Assisting with personal care tasks, such as bathing or washing or showering, dressing, and grooming
* Supporting clients with mobility and transferring
* Prompting and assisting in administering medication as prescribed
* Preparing meals and assisting with feeding
* Performing light housekeeping duties
* Running errands and accompanying clients to appointments
* Providing companionship and emotional support to clients to enable them to access the community through activities such as shopping and other social activities.
* Providing support at any given time of the day in a live-in care arrangement
* Maintaining accurate, clear, concise, and legible client records according to organisational policy and procedures
* Taking full responsibility of client’s care and support while on duty.
* Liaising with other professional staff in developing person centred care plans.
* Ensuring that when adult support and protection issues are disclosed or suspected, these are reported promptly in line with policies and procedures.
* Reporting promptly to the Service Manager any concerns, complaints or suggestions for improvements raised by clients and carers.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Experience** | Caring and empathetic with a genuine interest in and desire to work in social care | * Previous experience in social care or related field
* Relevant personal experience
 |
| **Education, qualifications, training** | * Willingness to achieve SVQ 2 Social Services and Healthcare in a specified period of time
* Evidence of commitment to continuous personal development
 | SVQ 2 Social Services and Healthcare or equivalent |
| **Skills, abilities and knowledge** | * Can demonstrate a standard of literacy and numeracy sufficient for the keeping of legible and accurate records
* Able to work independently and as part of a team, whilst having a flexible approach to your role
* Reliable, organised and punctual
* Able to relate to people with differing experiences and backgrounds
* Can do attitude and effective problem solving skills
* Driving licence
 | * Knowledge of National Care Standards and their application in practice
* access to a vehicle
 |
| **Interpersonal and social skills** | * Good verbal and non-verbal communication skills
* Honest, reliable, sensitive to the needs of others
 | Able to represent the needs and interests of our organisation and clients to key people |
| **Value base** | * A belief in inclusion evidenced through work practice or personal experience
* Belief in the rights of clients to makes choices and decisions
* Recognition of the individual uniqueness of clients
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Successful applicants will be required to provide proof of a valid right to work in the UK, and complete a Protecting Vulnerable Groups (PVG) application and also register with the Scottish Social Services Council (SSSC) within six months of starting.

You will find that some positions pay hourly, but salaried roles are available too. The minimum hourly rate of pay from April 2024 is £12 per hour. The role may include weekend working, evening shifts or part-time hours.

Additionally, you could be required to work during national holidays such as Christmas or New Year as people will still require your support during these periods. In doing so, you could help make these occasions extra special.

Any offer of employment will be conditional upon matching with a client or clients.

**Benefits**

* £12 - £14 per hour a salary range of £24 960 to £29 120
* Uniform
* Travel time and mileage allowance (where applicable)
* Paid training Full induction, specialist care training and continual professional development
* Flexible working hours including mornings, evenings & weekends
* Dedicated support from your Line Manager
* 24/7 Care helpline
* Paid holidays
* Career progression
* Pension scheme
* Refer a friend scheme

To apply please complete a form on our website or phone our office on 07939411146 or 01968 381278.



**HEALTH DECLARATION**

**To be completed by applicant**

|  |  |
| --- | --- |
| **Name**  |  |
| **Application Number**  |  |
| **Address** |  |
| **Postcode**  |  |
| **Telephone** |  |
| **Email** |  |
| **Date of birth** |  |
| **Place of birth** |  |
| **Any other name or surname used**  |  |

**GP details:**

|  |  |
| --- | --- |
| **Doctor’s Name**  |  |
| **Surgery Name**  |  |
| **Surgery Address** |  |
| **Email if known**  |  |
| **Telephone no.** |  |

Please complete your health declaration in full. If you leave out any significant information about your health, we may consider that you are not suitable to provide care for people.

**Do you have any health condition that affects you in the following ways or any of the conditions listed below? If yes, please give details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Condition**  | **Yes** | **No** | **Any treatment or medication in the last 5 years/current/planned in the future**  |
| Any condition that affects your physical ability to walk, balance, bend, kneel or lift  |  |  |  |
| Any condition or medication that might make you become confused or disorientated |  |  |  |
| Any condition that affects your hearing in any way (after correction with a hearing device)  |  |  |  |
| Any condition that affects your eyesight in any way (after any lens correction)  |  |  |  |
| Depression, stress-related or emotional issues, or any other condition that causes anxiety.  |  |  |  |
| Panic attacks, mood swings or anger issues  |  |  |  |
| Any condition that causes severe / ongoing pain |  |  |  |
| Any condition that causes excessive drowsiness |  |  |  |
| Epilepsy or any condition that causes that causes blackouts, seizures or fainting |  |  |  |
| Any heart conditions / problems. |  |  |  |
| Diabetes |  |  |  |
| Asthma or other breathing difficulties  |  |  |  |
| Any alcohol or drug dependency or misuse |  |  |  |
| Any significant infectious diseases such as tuberculosis or hepatitis  |  |  |  |

In the past 5 years, have you:

* Had any other medical problems
* Been admitted to hospital
* Had any counselling or therapy
* Had any restrictions on your driving licence

If **yes**, please give details. You do not have to tell us about any minor illnesses that you have not needed medical treatment for, such as flu.

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| --- | --- |
| Date  | Details  |
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**Do you smoke? Yes No**

**We will use the information you give us to decide about your medical suitability to work for us in the Health and Care sector.**

**We may seek further information from your GP or another medical practitioner or occupational health practitioner.**

**I consent to my GP sharing my health information with the Care Inspectorate for the purpose of making a decision about my medical suitability.**

**I understand that Fairview Professional Services may obtain and use information about my health in the way set out above. I understand that my GP may charge a fee for providing a report and if required I agree to pay any such fee directly to my GP.**

**I declare that to the best of my knowledge, the answers given to the questions above are full and correct. I agree to notify Fairview Professional Services about any significant changes to my health.**

**Name:**

**(Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GP Confirmation of Health Declaration**

I confirm the accuracy of the details provided in the health declaration form for:

|  |  |
| --- | --- |
| **Name**  |  |
| **Application Number**  |  |
| **Address** |  |
| **Postcode**  |  |
| **Date of birth** |  |
|  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |   |

**Please comment where the answer above is NO:** |

This is to enable Fairview Professional Services to consider whether the applicant will be able to make proper provision for the health, safety and welfare of individuals who use our service, in accordance with The Public Services Reform (Scotland) Act 2010, section 59(2)(c) and The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011, SSI 2011/210, Welfare of users, regulation 4(1)(a) and Fitness of managers, regulation 7(2)(c).

**Responsibility for payment rests between the applicant and the doctor**

|  |  |
| --- | --- |
| **Signed** |  |
| **Print Name** |  |
| **Date** |  |
| **Surgery Stamp** |  |

Are you happy for Fairview Professional Services to discuss any part of your response with the above named applicant?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |   |