

Archway (Respite Care & Housing) Ltd



JOB DESCRIPTION

Job Title: Care Officer / Night Care Officer

Responsible to: Unit Manager

JOB PURPOSE STATEMENT:

Within a safe, caring, and stimulating environment, support children and adults with learning disabilities in all aspects of their daily life.

Duties and Responsibilities:

1. Support service users in all aspects of daily living adhering to Archway's policies and procedures, National Care Standards, SSSC Codes of Practice and other relevant legislation, at all times
2. Promote the principles of care and the rights that these reflect for service users; dignity, privacy, choice, safety, realising potential, equality and diversity; throughout all aspects of care and support
3. In conjunction with service users, parents/carers, other staff and professionals, develop and implement person-centered care plans that meet the needs and choices of service users
4. Act as a Keyworker for a number of service users, ensuring their care plans are updated, monitored and reviewed on a regular basis as well as ensuring reviews take place as per Procedure
5. Contribute to the protection of service users from harm by following relevant legislation, Archway's Policy and Procedures, local guidelines and by creating a safe and caring environment
6. Assist in providing an environment that offers care and support to service users taking into account physical and emotional wellbeing and opportunities for choice and involvement
7. Promote service user involvement in all aspects of your work
8. Be responsible and accountable for all actions and duties undertaken
9. Ensure all activities meet with relevant organisational and statutory policies, including health and safety, employment and equality laws. This includes adhering to the Scottish Social Services Codes of Practice for Social Service Workers, National Care Standards and any contractual requirements.

10. Develop and maintain effective internal and external working relationships with staff and professionals
11. Provide personal care, health care support and administer medication to service users, as required, following relevant procedures. This may involve intimate and invasive procedures such as administration of rectal diazepam, and/or midazolam and Gastrostomy feeding
12. Accurately report and record any accident or incident as per Archway's Policies and Procedures
13. Undertake household duties as required, such as cooking and cleaning
14. Work shifts as per rota which will include regular sleep-in's
15. Be responsible for and develop one's own skills, knowledge and practice in the field of social care by undertaking relevant training opportunities identified and organised as well as completing relevant qualifications required for registration with SSSC
16. Maintain registration with appropriate registered body
17. Participate in regular supervision and annual appraisals with line manager
18. Undertake any other duties which are related to the responsibilities of the post and which may be delegated by the line manager, this may include working in other units as required

Person Specification

Successful applicants must receive satisfactory Pre-Employment Checks which include a satisfactory Enhanced Disclosure Certificate

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Requirements:

Essential

1. A care related SVQ 3 or equivalent and other qualifications as determined by the SSSC, or the ability and willingness to achieve the qualification(s) within a specified timescale
2. Experience of working in a supportive and enabling role
3. Good interpersonal skills, particularly the ability to work effectively with service users, colleagues, families and other professionals
4. Ability to work as part of a team and on own initiative as required
5. A commitment to putting Archway's purpose, aims and objectives into practice along with National Care Standards and SSSC Codes of Practice
6. Ability to maintain confidentiality
7. Good communication skills – written and verbal
8. Ability to work flexible shifts including sleep-overs
9. Commitment to equal opportunities and an ability to implement them
10. Commitment to promoting and safeguarding the welfare of children and vulnerable adults
11. Willingness to undertake any relevant training and to put learning and development into practice
12. Standard of health suitable for post
13. Knowledge and understanding of social care and learning disability issues

Desirable

1. Experience of working with people with learning disabilities
2. Relevant training, eg, first aid, food hygiene, moving and handling
3. Clean driving licence