**JOB DESCRIPTION - SUPPORT WORKER**

**PURPOSE OF POST**

To assist in providing a person- centred Day Support Service which focuses on outcomes for the older people who use Oxgangs Care Services. The service will be provided in both the Oxgangs Centre and, in particular circumstances, in the wider community.

To assist Oxgangs Care to deliver a quality service which meets National Care Standards and the SSSC Codes of Practice.

**ACCOUNTABILITY AND SUPERVISION**

1. The post holder is accountable to the Manager and will receive regular line management from them along with support and supervision from the Depute Manager.

2. There are no supervisory responsibilities attached to this post.

**MAIN DUTIES**

1. Act as Key Worker to a number of service users.

2. Assist the Depute to develop personal Care Plans which meet the assessed needs and wishes of service users and their carers’ and promotes their independence.

3.Encourage service users to express their needs and wishes on the delivery of the service.

4. Maintain Care Plans by keeping them up to date through regular accurate recording and amendment as required and, contribute to Care Reviews as required.

5. Alongside the Depute and service users, develop a programme of activities which promote the social, mental and physical wellbeing of service users.

6. Engage in activities with service users out with the Centre as well as daily social activity and conversations in the Centre.

7. Monitor any incidents or changes in the behaviour of service users, ensuring these are recorded and where necessary reported to a manager to be followed up appropriately.

8. Assist service users with basic activities of daily living for example, assisting with eating and drinking and using the toilet if required.

9. Offer and assist with personal care needs in emergencies or when the service user is in distress.

10. Ensure the safety of service users and promote service users’ physical mobility utilising appropriate Moving and Handling techniques.

11. Support service users to use transport to access services such as, but not confined to, outings and trips. This support should comply with risk assessments, Safe Manual Handling and Health and Safety practice must be used.

12. Adhere to all Oxgangs Care Policies and Procedures particularly those relating to Health and Safety, GDPR, and the wellbeing of service users, colleagues and visitors.

13. Attend meetings and training courses as required including monthly supervision and annual appraisal meetings.

14. Contribute to the quality and development of the service by sharing your ideas and examples of best practice with your manager and colleagues.

**OTHER**

1. Work co-operatively with the manager and team to ensure the quality of the service, adopting a flexible approach to helping with overall centre tasks.

2. Adhere to all relevant professional standards, practice guidelines and regulatory requirements.

3. The post does not involve any responsibility for maintenance of the building, however, the post holder must report any maintenance issues, risks or potential hazards to a manager or the Administrator.

4. It is expected that the post holder will, at all times, maintain a professional approach and ensure the reputation of Oxgangs Care.

5. Carry out any other reasonable duties appropriate to the post as requested by the Management of Oxgangs Care.

**KEY CONTACTS**

Service Users, Family, Next of Kin and Carers, Home Care personnel, members of the public.

**ADDITIONAL INFORMATION**

This post is considered to be Regulated Work with Vulnerable Children and/or Protected Adults and other vulnerable groups (Scotland Act 2007). Preferred candidates will be required to undergo a PVG Disclosure check prior to a formal offer of employment from Oxgangs Care.

An appropriate SVQ 2 qualification is desirable

A valid driving licence is desirable as the Post holder may, in certain circumstances, need to travel into the community to assist a service user.

Completed 13 August 2021