



## **SUPPORT WORKER JOB DESCRIPTION**



### **- VACANCY -**

**POSITION: Support Worker**

**LOCATION: Jubilee Club, Carrick Knowe Church, Saughton  
Road North**

**HOURS: Full-time 35.5hrs per week**

**SALARY: £11.00 p/hour**

Do you want to work.....

In a fun and friendly work environment?

With colleagues who support and value each other?

Where you receive lots of training and learn new skills?

And where supporting others and bringing joy to people's lives is the first priority?

If so, then please read on for more information 😊

### **Who Are We?**

The Corstorphine Dementia Project was set up over 30 years ago and is recognised as one of the leaders of dementia day services in Edinburgh. We are a much loved and valued community service within North-West Edinburgh and offer a Monday to Friday day centre service to individuals living with dementia in this area. Our day centre is called the Jubilee Club and is located on the grounds of Carrick Knowe Church. We are supported by a team of wonderful volunteers, most of whom live locally and volunteer one day per week. The Jubilee Club is registered with the Care Inspectorate which means that our quality of care meets the needs of those who attend the Jubilee Club.

### **We Aim To**

Provide support and enriching experiences to local people living with dementia, thus helping them to continue to live in their own home for as long as possible. We aim to reduce isolation, promote independence, enhance quality of life, meet health and welfare needs, offer companionship and a range of social activities in a safe, supportive and friendly environment. We will treat our members with dignity and respect and recognise them as unique individuals who should be encouraged to make informed choices that satisfy their needs and aspirations.

### **SCOPE OF ROLE**

Day care is sometimes called 'day services' or 'day support' and involves providing formally arranged support for a group of people with dementia in a safe and secure environment using trained and experienced staff (and volunteers). In our case the service is provided at premises located on the grounds of Carrick Knowe Church specifically called The Jubilee Hall. Our day centre is therefore called the Jubilee Club.

## **MAIN PURPOSE OF ROLE**

- To be responsible for performing assigned duties supporting individuals with a diagnosis of dementia in a day centre environment.
- To participate in plans to promote an environment conducive to a high standard of care according to service users' needs and wishes and in accordance with regulatory and statutory requirements.

## **DAY CARE RESPONSIBILITIES**

1. To assist with the setting up of daycare ensuring the environment is comfortable, clean, safe, suitably equipped and laid out in accordance with the days needs and activities.
2. Provide instruction, guidance and support to volunteers contributing to a positive and fulfilling volunteer experience.
3. To respond sensitively and flexibly to a wide range of individual service user situations whilst in day care and on transport.
4. Act as a Key Worker to include the undertaking of introductory visits, assessments, the development of personal plans and reviews.
5. Deliver and present a range of activities to include reminiscence, therapeutic, sensory, movement and social whilst encouraging maximum participation and engagement. Contribute to the evaluation of activities through observation and service user feedback.
6. Undertake personal care in a respectful and sensitive manner.
7. Prompt and administer medications whilst observing project policies and procedures.
8. Act as Passenger Assistant on transport journeys twice-daily ensuring members receive safe and prompt transportation to and from their homes.
9. Ensure good practice techniques are adopted when initiating, observing or advising on the safe moving and handling of clients.
10. Complete daily day care administrative records paying attention to detail and accuracy.
11. Relay relevant information regarding service users to carers / staff / volunteers as appropriate.
12. To welcome visitors to the Jubilee Club, i.e. carers, professionals, students etc.
13. Work to the required Scottish Social Services Council codes of practice and Health & Social Care Standards.
14. The postholder will carry out any other duties as are within the broad scope and purpose of the job as requested by the Project Manager.

## **SPECIFIC RESPONSIBILITIES**

1. To work in a manner that facilitates inclusion, particularly of people with dementia
2. To assist in the implementation and maintenance of service users' personal plans
3. To communicate effectively with service users, carers and other professionals
4. To attend and participate in staff meetings
5. To attend relevant training courses to further personal development and meet regulatory requirements
6. To record information as necessary in a clear and precise manner in accordance with Project guidelines
7. To ensure a healthy and safe environment for service users, other staff and themselves.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. To undertake such other duties, training and / or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
2. To undertake health and safety duties commensurate with the post.
3. To attend and participate in very occasional Project activities that fall outwith normal working hours, for example, AGM, fund raising events etc.
4. To abide by and acknowledge the Projects policies and procedures.

## PERSON SPECIFICATION

Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a care / supportive environment.</li> </ul>
<b>Qualifications / Accredited Training</b> <ul style="list-style-type: none"> <li>• Commitment to undertake training in accordance with regulatory requirements as set by Social Care, the Care Inspectorate and the Scottish Social Services Council.</li> </ul>	<ul style="list-style-type: none"> <li>• SVQ2 Adult Health &amp; Social Care or equivalent</li> <li>• Passenger Assistant Training (PAT)</li> <li>• Moving &amp; Handling Training</li> </ul>
<b>Skills and abilities</b> <ul style="list-style-type: none"> <li>• Able to communicate confidently and effectively with members / relatives / students / colleagues in group and one to one settings.</li> <li>• Be an adept listener and understand the importance of allowing service users the opportunity to express themselves.</li> <li>• Be confident using Microsoft Office and Microsoft Outlook.</li> <li>• Ability to observe, record and when appropriate share information in the context of service user care.</li> <li>• Confident making independent decisions when circumstances warrant such actions.</li> <li>• Ability to demonstrate good judgment, problem solving and decision-making skills.</li> <li>• Be physically able to meet the physical demands of setting up / clearing away day care furniture, equipment and supplies and supporting service users in accordance with the Projects' Moving &amp; Handling policies</li> <li>• Ability to deal tactfully and respectfully with service users, carers, employees, volunteers, health professionals and members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working directly with older people</li> <li>• Experience of working with personal care plans</li> <li>• Experience of working using a person-centred approach</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Understand the dynamics of working in a small team as well as being comfortable to work independently using your own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• To understand and show interest in the complexities of dementia and the impact it has to those affected.</li> <li>• Knowledge of the Health &amp; Social Care Standards, my support, my life</li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>• To maintain personal and professional development in order to meet the changing demands of the job role.</li> <li>• Work in a way which is non-discriminatory and respects the rights and choices of others.</li> <li>• Acquire suitable Disclosures to work with protected adults.</li> </ul>	

## REVIEW

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendments in consultation with the post holder.

**Please return completed applications no later than 21<sup>st</sup> SEPTEMBER 2022 to: -**

[recruitment@cdp-edinburgh.org.uk](mailto:recruitment@cdp-edinburgh.org.uk)

or

Corstorphine Dementia Project  
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