

**Role Profile - Senior Residential Care Worker**

**Reports To:**

Residential and Care Services Manager

**Role Purpose:**

You will be responsible for the team providing 24-hour care for individuals and small groups of adults with a vision impairment as well as other disabilities.

You will be responsible for promoting dignity, privacy, independence and choice for our residents in line with providing personal outcome focussed care while working collaboratively with the multi-professional team within the care provision and colleagues across Sight Scotland and Sight Scotland Veterans.

All roles within Sight Scotland and Sight Scotland Veterans are expected to work to our values and Our Ways of Working framework:



**Our Ways of Working - Managing my Work**

**The main responsibilities and accountabilities of this role are:**

* Contribute to and implement Personal Care Plans
* Ensure that the welfare needs of all adults are met, in accordance with the Protection Policy and guidelines
* Write reports and record information as required
* Attend reviews and write relevant reports
* Administer medication
* Design and implement rotas for Care Staff ensuring there is adequate cover for absence
* Manage the delegated budget for the house
* Ensure that arrangements in the house provide a suitable environment for residents
* Advise the appropriate senior staff member of any concerns in relation to Health & Safety and Security issues
* Advise the appropriate senior staff member of any concerns in relation to Adult Protection issues
* Organise change over meetings
* Participate in staff training and development – for self and others
* In conjunction with senior managers provide a programme of regular on-going training for care staff
* Participate in staff/adults/family meetings
* Liaise regularly with and maintain confidentiality of adults, families and friends
* Oversee key worker arrangements
* Undertake such other duties as may reasonably be required by the Residential and Care Services Manager

**Our Ways of Working – Managing Myself and Managing my Relationships**

**To do this role, you will:**

* Have an HNC in Social Care with all eight SVQ4 units or an equivalent qualification
* Be registered with the SSSC and adhere to the Code of Practice for Social Services Workers
* Have experience in working in a residential care setting
* Have knowledge and an understanding of people with Additional Support Needs (ASN), various disabilities and/or medical conditions
* Undertake training in and carry out procedures essential to the wellbeing of the adults (this may include gastrostomy feeding, administration of rectal medication etc)
* Be able to manage your time effectively and prioritise your workload and that of your team
* Deliver induction training for new members of the team
* Undertake supervisions and appraisals of team
* Maintain confidentiality at all times
* Be able to communicate clearly and effectively with everyone involved in the care of our residents
* Be a team worker
* Have experience in managing a team
* Develop skills in working with visually impaired people

• Have experience of working within a multi-disciplinary team/environment and attending reviews

• Have experience of writing reports and liaising with families

* Be able to demonstrate a working knowledge of Care Inspectorate guidelines and the Care Standard framework
* Be able to demonstrate a working knowledge of the SSSC Codes of Practice
* Have an awareness of the Children Scotland Act 1995
* Working knowledge of Microsoft Office Applications
* Have an awareness of up-to-date relevant legislation
* Be able to demonstrate a working knowledge of relevant Health and safety regulations

**It would be desirable for this role if you:**

* Have demonstrable experience of communicating effectively with and supporting adults, parents, staff and outside agencies in a range of formats and situations
* Have experience of supporting and formally assessing colleagues through the SVQ process
* Have experience of working with individuals with visual impairments (VI)
* Have demonstrable experience of the ability to carry out personal care in a sensitive and empathetic manner
* Have experience of working in a non-profit sector
* Have evidence of professional development beyond initial training
* Have a full driving licence
* Have a willingness to undertake training to drive the organisations people carriers

**On a day-to-day basis you will work with different people and teams, these could be:**

* Families
* Colleagues
* External agencies
* GP’s
* Senior staff

**Requirements of this role are:**

* That you are a member of the PVG scheme (paid for by Sight Scotland)
* You will have a 6-month probation period
* You must register with the SSSC within 6 months of your start date
* That you participate in all staff training and development and maintain your own professional development
* You will wear the appropriate PPE in accordance with current guidance for the role, including wearing of face masks, gloves and aprons
* You will follow Sight Scotland’s guidance, policies and procedures relating to your own health and safety and that of colleagues and service users at all times
* You will uphold the principles of Sight Scotland’s Dignity at Work and Equal Opportunities policies at all times, working in a way which supports an inclusive work environment that is respectful of differences

**What we can offer you:**

* Generous annual leave entitlement which increases after 4 years’ service
* Generous pension scheme
* Discounts for Carers
* Access to learning and development opportunities
* Employee Perks through the Employee Assistance Programme
* Cycle to Work scheme
* And many more, please visit our website for more information

**Special Conditions**

* Shift patterns in operation and may be changed at short notice
* Work pattern is generally predictable but because of the client group there may be exposure to distressing circumstances
* The role can be physically demanding due to the nature of the disabilities our residents have. Adherence to our Health & Safety policies is essential

This job description is not exhaustive. The duties of the post holder may be reviewed from time to time and the employee may be called upon to work in other locations within Sight Scotland.