

## CARE ASSISTANT JOB DESCRIPTION

Are you looking for a progressive career in care industry? We are currently looking for Full-time, permanent Care Assistants to join our Care at Home Service. This service enables our clients to remain in their own homes and in the community with adequate support and help minimise risk of long-term care or hospitalisation. The support provided ranges from activities of daily living to instrumental activities of daily living. SSP Recruitment understands that staff is crucial to the quality of service delivered. To enable us to meet this need, we are looking for care assistants who are compassionate, kind, and empathetic and with relevant experience in care and have acquired SVQ 2 Level or equivalent (Nurse Aide Level 3) SSP Recruitment provides comprehensive on-going training to help you meet continuous professional development

### QUALIFICATION AND SKILLS

- SVQ 2 or Nurse Aide Level 2.
- Minimum of 3 months experience in a similar role is essential.
- Due to the nature of job, a valid full driving license is required
- To have a genuine interest in caring for and working with people
- To have good communication skills
- Record Keeping
- Ability to adapt to varying working situations
- Good interpersonal and team working skills
- Ability to use initiative and be adaptable and flexible approach.
- Knowledge and understanding of the Person Centred and Outcome Based Approach

### RESPONSIBLE TO:

- Services Manager
- Care Coordinator

### MAIN DUTIES AND RESPONSIBILITIES:

- To deliver to deliver all aspects of personal care and/or domestic duties to individuals in their own homes in a person-centred way underpinned by outcome-based approach and Good Conversation perspectives
- To be reliable and committed to providing high-quality care standards to individuals in their own homes
- To be available by phone, and to respond to office messages or texts, during your allocated working days
- To be available at agreed times and to be flexible enough to respond to changes at short notice

**Successful applicants will be required to register with SSSC and PVG Disclosure Scotland**

- To follow the procedures, guidelines and best practice as laid out in the Employee Handbook provided at Induction
- To provide care or support to service users as detailed in their individual care plan
- To prompt and administer prescribed medication as detailed in care plan
- To ensure that personal protective equipment is always worn during visits
- To communicate with management any issues or concerns regarding service user's health, safety and well being
- To attend and participate in regular training, development, supervision, and appraisal sessions as required
- There is a responsibility to demonstrate a commitment to the delivery of quality service through continuous improvement for the service and the company

## **BENEFITS**

- SSP Recruitment is a Living Wage Employer
- £21,294 p/a
- 20 Days A/L plus 8 days Public Holidays
- Full-time contract with 39 hrs per week.
- Working hours: 07:00-13:00 and or 16:30 - 21:30
- Working pattern with every second weekend off
- Pension with employer contribution (option to opt out)
- Free uniforms: 2 x T Shirts and Fleece Jacket
- Supervision and support with continuous professional development

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_ (staff)

**Notes:**

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_ (For and behalf of SSP Recruitment )

The above is intended to provide a statement of the current main duties and responsibilities of the job. It is not an exhaustive list of all tasks carried out.

**Successful applicants will be required to register with SSSC and PVG Disclosure Scotland**