SUMMARISED TERMS & CONDITIONS OF EMPLOYMENT

Hillcrest Futures

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| **Post Title:** | Support Worker in Homecare |
| **Base/Location:** | Dundee  |
| **Hours Available:** | Various Hours per week to be worked on a shift basis in accordance with the project rota. |
| **Permanent/Temporary/ Fixed Term** | Various posts available. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4, and 6 months. |
| **Mentor Required** | **Yes No****A mentor is required for anyone who will have line management responsibility or is aged 24 or under.** |
| **Rate of Pay:** | **£9.30 per hours** |
| **Overtime:** | Paid where agreed in advance by the organisation.Must exceed full time hours if part time. Any hours worked over and above full time hours will be paid at time and half. |
| **Sleep In Duties** | **Yes No** |
| **Waking Nights** | **Yes No** |
| **SSSC Registration** | You will be required to register with the SSSC as a Worker Care at Home and Housing Support Services. Registration must be obtained within 6 months of taking up the post. Failure to do so may result in your contract being terminated. Do you know of any reason why you may be refused registration with SSSC?  |
| **Pension Scheme:** | Hillcrest Futures offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% and employer 3% to the scheme as of 1st April 2019.Further details of the scheme are available from the payroll team. |
| **Health Plan:** | Employees are automatically given admission to the Health PlanScheme with no charge to the individual. The cost for this is met bythe Employer. Details will be sent out to the successful candidate/s. |
| **Annual Leave Entitlement:** | Leave year runs from 1st January - 31st December.32 days per year, 2 extra days after 2 years’ service, 3 days after 3 years’ service,4 days after 4 years rising to maximum entitlement of 37 days after 5 years’ service. Public Hols are consolidated in annual leave. Annual leave is calculated on a pro rata basis for part time staff.Check if any holidays already arranged? |
| **Qualifications:** | Offer will be subject to proof of qualifications essential/desirable (where appropriate) to the post |
| **References:** | **Must have two satisfactory referee reports.**Check on application form if they have requested us **not** to contact referees. If so, seek permission to obtain this as part of our selection process. **Check if one is from most recent employer. If not, ask if they can provide one for us to contact. 2nd should preferably be from previous employer or Academic.**  |
| **Rehabilitation of Offenders Act 1974:** | The organisation will carry out a PVG disclosure Scotland check which looks at your criminal history/background.  You are required to declare any ‘unspent’ convictions and provide full details that lead to the conviction.  Please discuss with the candidate.  Not all ‘spent’ convictions are required to be declared.  There are certain ‘spent’ convictions that must always be declared and others which are only declared subject to rules.  Please provide the candidate with a copy of these lists and ask if there are any convictions listed which they are required to declare.  **(HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST.  THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.)** |
| **Trade Union:** | The organisation does not recognise T.U.’sEmployees have the right to join one of their choice. |
| **Staff Reps Group:** | This group is in place to negotiate terms and conditions on behalf of staff. |
| **Notice:** | When availability to start if successful? |

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**Job Description**

**Job Title:** Support Worker

**Department:** Hillcrest Futures

**Salary:** £18,860 per annum (Based on Full Time – 39 hours per week)

 £9.30 per hour

**Responsible to:** Manager and Assistant Manager

**Organisational Structure**

Managing Director

Hillcrest Futures

Business Development Improvement Manager

Head of Service

Area Manager

Manager

Assistant Manager

Senior Support Worker

 **Support Worker**

**Main purpose of post:**

Work as part of a team to deliver a high standard of care and support to individuals to help them to achieve their agreed individual outcomes. Support workers will be expected to adhere to the standards laid down by the Scottish Social Services Council Codes of Practice and Hillcrest Futures Policies and Procedures.

**Main Duties:**

1. To provide direct support to service users as agreed in individual Personal Outcome Plans as per service requirements.
2. To undertake case co-ordination responsibilities with, and on behalf of service users.
3. To be an effective team member.
4. Be an effective communicator.
5. To mentor and support the induction of new staff.
6. Contribute to team learning and development.
7. To take lead responsibility for a defined area of practice in the service, as negotiated and agreed with the line manager.
8. To contribute to service improvements.
9. To develop knowledge base and skills in line with registration requirements for SSSC.
10. To undertake housing management tasks appropriate to the service as detailed in the service descriptor.
11. To participate in shift patterns, as required by the service, which may include evenings, weekends, waking nights, sleepover shifts, lone working and on-call duties.

**Service Specific Duties:**

The service descriptor document is part of this Job Description and should be referenced in accordance to specific duties.

**Any Other Duties:**

Carry out any other reasonable duties as required by the organisation.

 **PERSON SPECIFICATION – Support Worker**

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| Attribute | Essential | Desirable |
| **Experience** | * Ability to demonstrate transferrable skills relating to care
* Active listening
* Communication
* Effective time management
* Daily Living Skills, for example, cooking, budgeting, appointments, cleaning, etc.
 | * Relevant experience in a caring environment
* Basic understanding and skill in the spectrum of tasks associated to role
* Previous experience with service user group relevant to the project
* A general understanding of the needs of the service user group relevant to the project
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| **Proven Competencies** | * Good communication skills, both oral and written
* Ability to work within a team environment
* Ability to use own initiative
* Willing to participate in social events, for example, outings with service user groups
* Ability to support service users with tasks such as cooking, cleaning, budgeting, welfare benefits
* Personable, warm and kind
* Good timekeeping, time-management and organisational skills
 | * Able to liaise with external agencies
* I.T. skills
* Flexible approach to service requirements, including flexible shift work patterns
* Is adaptable and open to change and open to continuous learning and development
 |
| **Education/Qualification** | * Candidates must demonstrate the ability and willingness to undertake required qualification for SSSC registration, SVQ level 2.
* Candidates must be willing and able to obtain and maintain registration with SSSC as required by the service. Willing to undertake training as required
 | * SVQ 2 in Health and Social Care or equivalent
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| **Service Specific** | * Car driver and use of car
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 **Dundee Homecare**

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| **Overview of the Service** |
| Dundee Homecare Service currently provide services in Coldside Area in Dundee and Broughty Ferry. Service users are mainly elderly people who require support with personal care and daily living tasks within their own home. |
| **Areas of Support** |
| Our service users have varying degrees of support needs, including:-* Daily living skills (assisting with meal preparation; cleaning and on occasion shopping)
* Personal care, some of which may be intimate, including toileting ; showering and dressing
* Medication support such as topical application of creams; eye drops
* Communication using a variety of tools
* Assistance with mobility including the use of moving and handling equipment
* Emotional and behavioural support
* Accessing local amenities and social activities
* Personal safety (key safe; personal alarms; door alarms)
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| **Hours of Support** |
| We currently provide support between the hours of 7 a.m. to 10 p.m. each day 365 days per yearA degree of lone working is required, although there are a number of double-up visits. You will take part in a flexible rota system designed to meet the needs of the service users. This can include split shifts throughout the week. |
| **Additional Information** |
| * Lone working shifts (although regular team meetings take place in the local office)
* Manager on-call system
* Supervisions and direct observations take place regularly
* All necessary and mandatory training will be provided
* Working in partnership with external agencies and families
* Requirement to gain SVQ in Health and Social Care, unless already achieved, in order for staff to become registered with the SSSC
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