

**GLASGOW EAST END COMMUNITY CARERS**

**JOB DESCRIPTION - SENIOR CARE WORKER**

Job Title: Senior Care Worker

Responsible to: Team Leader

Hours: 35 per week

Salary: £18,746 pa + On call allowance

Annual Leave: 33 days (inclusive of public holidays)

**FUNCTION**

* work as a member of the senior team providing care and support for service users;
* plan safe working practices for the home care team;

### DUTIES

1. Monitor and review care plans on a regular basis and as service users needs change by supporting Team Leaders with reviews and taking instruction from them.

2. Assist Team Leaders to monitor and review the quality and appropriateness of care provided.

3. Monitor the service to service users according to Health & Social Care Standards ensuring regular feedback of appropriate information to the Home Care Manager, thus ensuring the safety and well being of the service user and workers involved.

4. Assist office staff with the allocation of shifts as and when required

5. Assist Team Leader to monitor the care workers as required in order to maintain personal skills in delivering home care / community support.

6. Maintain and monitor record keeping in relation to attendance of care workers, service users’ care plans, risk assessments etc.

7. Undertake the duties of Senior Care Worker as required in order to maintain personal skills in delivering home care / community support.

8. Participate in the Out of Hours System to support workers and service outside of regular office hours.

9. Participate in such team, multi-agency meetings and other meetings as are relevant to the post.

10. Maintain open effective communication channels within the Home Care Service and with other agencies.

11. Attend training courses as required and maintain own professional development and competency.

12. Work at all times within current Glasgow East End Community Carers’ policies and procedures.

13. Work at all times in accordance with the Health and Social Care Standards.

14. Have knowledge of and work at all times within the requirements of Health and Safety regulations.

15. Maintain confidentiality of information acquired in the course of undertaking duties with the company.

16. Undertake any other tasks as may be reasonably requested.



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**HOME CARE PERSON SPECIFICATION – SENIOR CARE WORKER**

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| Attributes | Essential | Desirable |
| Experience | * Previous experience within a Home Care Service or similar.
 | * Ability to demonstrate a successful track record within a similar role.
* Employment within regulated social services.
* Knowledge of Health and Safety and Quality Assurance
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| Education, Qualifications and Training | * Educated to SVQ3 or work towards this
* Registered with professional body, ie SSSC or able to meet the requirements.
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| Skills and Knowledge | * Effective leadership skills.
* Good organisational, communication and literacy skills.
* Ability to work on own initiative and prioritise workload.
* Ability to meet deadlines.
 | * Good working knowledge of IT to include Word, Excel and PowerPoint.
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| Other | * Ability to work flexibly which may include evenings and weekends.
* Full clean driving licence.
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