

Job Description

Job Title:	Sessional Care Support Worker
Service:	Specialist Housing Support Service
Responsible To:	Care Support Worker / Service Team Leader
Supervisory Responsibility:	The post-holder has no supervisory responsibility.

Overall Purpose of the Post

To offer support, advice and assistance to, and to monitor the progress of service users of Accommodation services as part of planned programmes of support; to provide a supportive role in the management and operation of the Service; and to ensure the overall safety of the service user.

Main Duties and Responsibilities

- To assist residents in gaining skills for independent living and to provide support in other relevant areas
- To assist with maintaining a tenancy, and to help with arrangements for the ordering and delivery of provisions
- To administer prescribed medication in line with planned programme of service user
- To assist, where required, with personal care of service user
- To assist with maintenance of the premises, and to help with arrangements for the ordering and delivery of provisions
- To maintain appropriate records and report any issues to the Service Team Leader/Service Manager as required, including breaches of occupancy
- To liaise and co-operate with other relevant agencies to ensure the effective operation of the service
- To organise and deliver individual life and social skills programmes in line with agreed support plans and within time constraints
- To maintain appropriate records of service users, including case records, and report on progress
- To maintain appropriate records of equipment and property
- To monitor, and contribute to reports on, service user progress and compliance with agreed action plans
- To participate appropriately in training and other such professional development as may be required

- Record comprehensive notes on Sacro's computerised CMS system to provide a monitoring and evaluation role
- To carry out all duties in accordance with Sacro's policies and procedures

Education and Experience Required

No formal qualifications are required, but an SVQ level 2 in Social Services/Healthcare is desirable. Good verbal and written communication skills are essential as is an understanding of the nature and purpose of the post. Experience of support work with people with a mental health /learning disability is desirable.

Other

Sacro is fully committed to the active promotion of equal opportunity in its capacity as an employer and in the provision of all its services, both to those harmed by and those responsible for crime and to the community as a whole. It is the individual responsibility of every member of staff to seek to ensure the practical application of this policy.

All staff are required to adhere to Sacro's Health & Safety policy and to implement it in their working environment and practices.

Teamwork is a vital aspect of Sacro's work and staff are expected to co-operate and liaise with colleagues and other professionals. They are also be required to provide cover for colleagues if necessary.

Outline of Main Terms and Conditions of Service

Salary: £10.47 per hour plus holiday entitlement

Hours of Work: Flexible. As the service runs 24 hours a day, 365 days year, hours will be worked on a rota system which will include days, evenings, weekends, Waking Night Shifts and public holidays.

PVG & SSSC: Membership of Protecting Vulnerable Groups (PVG) Scheme is a requirement of this post

Registration with the SSSC is required within the first 6 months of employment and renewal on an annual basis. SVQ level 2 will be required to meet SSSC registration requirement.

Work Base: Aberdeen City

Notice: Four weeks on either side, in writing