



JOB DESCRIPTION – Care Support Worker

As a Care support worker you will be responsible for supporting adults and older people with all aspects of daily living within their own home.

Main Responsibilities

To visit clients at times scheduled by the management team. To assist clients with activities of daily living as per their assessment and support plan completed by the office team.

Principle duties may include, but are not limited to, the following:

Duties are varied and personalised to the client's needs such as:

- Providing support and assistance with all aspects of personal care.
- Supporting clients to take their medication.
- Supporting and assisting clients with mobility and transfers.
- Supporting and assisting clients with continence care.
- Supporting and assisting clients with meal and drink preparation.
- Support clients to order and collect their medication.
- To work with clients who require rehabilitation to build their confidence and mobility, enabling the client to integrate back into their community.
- Monitoring progress and recording notes on daily record sheets and medication records relating to each visit.
- To carry out duties as the management team reasonably stipulate.

The member of staff would be expected to:

- Read and follow the Support Plan within the Care Folder for each individual client.
- Recognise and support the individual needs of the client.
- Manage all aspects of care.
- Preserve the client's independence, dignity, and respect.
- Report any changes/issues concerning the client to the office team.
- To report any areas of risk, or concerns not previously identified, to the management team.
- Maintain confidentiality and data protection for each client.
- To work in accordance with your job description/contract of employment, Scottish Social Services Codes of Practice, and the Health & Social Care Standards – My support, my life.
- Follow DDL Care Services policies and guidelines.
- To promote equal opportunities and respect diversity, different culture, and values.
- To work in accordance with the Health & Safety Act 1974
- Work with the management team to develop the services we offer and to promote a positive image of the company.



DDL Care Services

- To participate in staff induction, training courses and e-learning courses.
- To be willing to obtain an SVQ Qualification in Social Services and Health Care if not already achieved.
- To prepare, attend and engage in regular check-in's, appraisals, and performance reviews.

Essential Skills & Attitude:

- Capable of undertaking safe manual handling practices.
- Good verbal and written communication skills.
- Ability to empathise and actively listen in a sensitive manner.
- Responsive to the needs of others.
- To be caring, sensitive and compassionate in nature.
- To be Honest, dependable, and reliable
- Flexible and adaptable in your approach to work
- Ability to work autonomously and productively as part of a team.

Desirable Skills:

- Experience of providing care to adults and older people living in their own homes.
- Ability to liaise with outside agencies and other professionals.
- Knowledge of infection control/ food hygiene/manual handling/health & safety standards and practices etc.
- SVQ 2 in Social Services & Healthcare SCQF level 6.
- Current and clean driving license with access to a vehicle that is insured for business use.

SPECIAL CONDITIONS:

This post will result in you having substantial contact with vulnerable groups therefore requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including these which would normally be regarded as spent. You must complete the relevant section on the application form, your application will be returned if this section is incomplete. If successful in your application, you will be subject to a PVG (Protection of Vulnerable Groups) Disclosure check.