**Job Description**

**Care Worker**

**A little bit about us….**

Garvald West Linton provides residential care, creative work opportunities and Day Services for adults with learning disabilities. The residents and staff together make up a community of approximately 130 people. There are five residential houses, workshops and offices on a beautiful 80 acre estate located at the foot of the Pentland hills.

# Our Ethos

The aim of Garvald West Linton is to meet the physical, emotional and spiritual needs of the individuals we support.

**Main Purpose of Role**

Care Staff ensure that the residents physical, spiritual and emotional needs are properly met through their day to day interactions and support.

**Tasks**

* All members of care staff should adhere to the policies and procedures in the Garvald West Linton Policies and Procedures file located on the Garvald Electronic Management System. Each member of staff is also expected to work within the recommendations agreed by the Care Inspectorate.
* Support Garvald's ethos and support residents to participate in the cultural and festival life of Garvald.

**Tasks (Cont’d)**

* Build relationships with people using a person-centred approach founded on dignity and respect for individuality, work together on tasks in a way that enables choice and control.
* Participate in creating a healthy and positive social atmosphere in the house.
* Support residents with all aspects of daily living in the least restrictive way possible with an emphasis on promoting choice and independence.
* Support residents to carry out domestic duties such as cleaning and laundry or carry out this task for them if necessary in order to create a homely and comfortable environment.
* Support residents to participate as fully as possible in meaningful activities within Garvald’s Workshops; Crafts, Bakery, Garden, Estate and Weavery.
* Support residents to develop skills and a sense of purpose and value.
* Support residents to take part in events and activities within the wider community such as swimming horseracing and climbing.
* Support residents to take part in any activities and interests that engage them.
* Work positively with complex behaviours by providing positive emotional support in an empathetic and person centred manner with awareness of everyone’s emotional, physical and spiritual needs.
* Prepare healthy well balanced meals and support residents during meal times.
* Assist residents to manage their finances and keep accurate records.
* Assist residents with administering medication.
* Support residents to attend medical appointments such as GP, hospital and dentist.
* Assist residents with mobility safety and with the use of mobility aids.
* Assists with care planning and apply care planning to daily life.
* Provide residents with a high standard of personal care and monitor for sign of discomfort and ill health.
* Work as an effective member of a team, actively contributing to creating a positive team working environment with excellent communication.
* Communicate in an effective manner appropriate to the care setting and build good relationships with families, colleagues and other professionals involved in the care of residents.

**Tasks (Cont’d)**

* Protect residents from harm and report any situations where you know or suspect harm to have occurred.
* Work in line with the SSSC code of practice and standards set out by the care inspectorate.
* Work safely and professionally according to organisational policies and procedures including Health and Safety found on GEMS.
* Provide support between 7am and 10pm Monday to Sunday, shift patterns will be agreed in line with the needs of the house (standard shifts are 7am to 3pm or 2pm to 10pm).
* Attend daily morning meetings, take part and contribute in daily handover meetings and weekly team meetings.
* Actively participate in regular supervision with your line manager.
* Take personal responsibility for professional development in line with SSSC requirements (SVQ Level 3 Social Services and Healthcare) and attending in house training sessions.

# Person Specification

**Care Worker**

## Qualifications

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| **Essential** | **Desirable** |
|  | Commitment to working towards SVQ Level 2 and 3 (within 5 years). |

## Knowledge and Experience

No minimum experience required as all relevant training will be provided during employment.

## Skills, Abilities and Personal Attributes

* Capable of meeting the physical and emotional demands required in providing support to residents.
* Resourceful and practical with a positive, can-do outlook and aspire to problem solve with effective solutions.
* Patience, resilience and reliability with the ability to remain calm under pressure.
* Friendly and caring approach with ability to relate to residents with a wide variety of complex challenges and needs.
* Flexibility to be able to respond to a wide and varied range of situations.
* Tact and sensitivity with a respectful approach to residents.
* Team working skills and the ability to use own initiative.
* Ability to work to guidelines and follow necessary processes and procedures.
* Excellent communication skills including a good standard of spoken and written English.
* Basic computer skills.
* Good numeracy skills to assist with residents finances.

This position involves working with vulnerable adults and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, disclosure of criminal convictions is requested from all applicants, and if successful in your application, this will be followed up by application for registration to the Protection of Vulnerable Adults Group. All applicants can be assured that the information will be dealt with confidentially and will not be used to discriminate against them unfairly.