



# Role Profile

## Community Support Assistant

Reference No.	A4427	Type	Generic
Service	Adult Services		
Job Family	Care 3	Grade	FC4

### Purpose

Promoting social inclusion by working with people to maximise their personal independence, health and wellbeing to access opportunities in their local communities.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Enabling people to maximise their independence in relation to their personal and social needs in accordance with National Care Standards.

Providing positive support and encouragement for people to make their own choices and decisions in all aspects of their daily lives.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

Social Services and Healthcare SCQF level 6 qualification or equivalent or willing to work towards.

✓

Experience/awareness of National Care Standards service

✓

Ability to provide a regular and effective service

✓

Ability to make effective decisions

✓

Communication skills

✓

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	Experience of making effective decisions	✓	
Providing flexible support enabling people to access activities and achieve their personal outcomes.	Ability to be innovative and creative  Ability to work in a flexible way  Ability to work with minimal supervision	✓  ✓  ✓	
Establishing links with other providers, statutory and voluntary agencies, including health, to develop positive working relationships and compiling information on other relevant and available community resources that may be used by the people whom you support.	Networking skills  Knowledge of outcome focussed approach  Organisational skills  Ability to manage and prioritise workload	✓  ✓  ✓  ✓	
Undertaking a range of personal/physical care tasks when required by assisting with eating, drinking, administering medication, continence, dressing and any other tasks in accordance with the care plan.	Experienced with providing support to individuals with personal care needs  Ability to work within a team	✓  ✓	
Pushing and pulling of equipment such as hoists, wheelchairs, bathing chairs and use of evacuation equipment in emergencies working within Health and Safety requirements.	Team working skills  Moving & Handling training	✓	✓

E = Essential Criteria    D = Desirable Criteria

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	Ability to undertake physical tasks e.g. being able to comfortably kneel on beds and floors and able to rise without difficulty	✓	
Actively promoting and ensuring a high standard of care practice in accordance with National Care Standards.	Experience with Fife Council policies, procedures and guidelines, Code of Conduct and SSSC Code of Practice	✓	
Keeping accurate records of outcomes focused support planning and review for the people whom you support.	Literacy skills	✓	
	Basic IT skills	✓	
Ensuring individuals are treated in a respectful and dignified manner at all times.	Knowledge of National Care Standards	✓	
Participating in travel duties as required.	Ability to travel throughout Fife	✓	
Undertaking domestic duties as required.			
Participating in service/external training, staff/team meetings, as necessary.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>