

## COMMUNITY SUPPORT WORKER

Reference No.	A4344	Type	Individual
Service	Adult Services		
Job Family	Care 5	Grade	FC6

### Purpose

Contributing to meeting the personal, social and emotional needs of people with disabilities and their carers. Promoting social inclusion by working with people to maximise their personal independence, health and wellbeing to access opportunities in their local communities enabling them to live meaningful lives.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Undertaking a range of personal/physical care tasks which may include assistance with washing, dressing, eating, toileting, administration of medication and any other tasks in accordance with the care plan.	<p>Qualified to Social Services and Healthcare SCQF level 7 (SVQ3 or equivalent) or willing to work towards.</p> <p>Knowledge of National Care Standards</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Providing positive support and encouragement for people to make their own choices and decisions in all aspects of their daily lives.	Communication skills	✓	

## Role Profile

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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	✓  ✓	
Contributing to a range of social, recreational and educational activities aimed at providing a stimulating environment through person centred working, fully respecting the wishes and opinions expressed by service users and their carers or advocates and promote independence and social inclusion.	Ability to engage with service users  Ability to work with minimal supervision	✓  ✓	
Linking with other providers, statutory and voluntary agencies, including health, to develop positive working relationships compiling information on other relevant and available community resources.	Organisational skills  Ability to manage and prioritise workload  Experience of making effective decisions	✓  ✓  ✓	
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  Ability to undertake physical tasks e.g. being able to comfortably kneel on beds and floors and able to rise without difficulty	✓  ✓	✓

E = Essential Criteria    D = Desirable Criteria

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Auditing, documenting and reporting all required checks e.g. finance, health and safety, cleaning and maintenance of equipment/aids.	Knowledge of Health and Safety requirements	✓	
Operating within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy, assessing potential risks to yourself, colleagues and service users.	Ability to demonstrate initiative	✓	
Assessing, planning, implementing, monitoring and reviewing of individual support plans.	Knowledge of outcome focussed approach	✓	
Actively promoting and ensuring a high standard of care practice in accordance with National Care Standards, ensuring individuals are treated in a respectful and dignified manner at all times.	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 (Embrace technology & information)	✓  ✓	
Understanding the needs of service users and providing them with a range of stimulating activities, being imaginative and flexible.			
Accompanying service users to a range of activities e.g. shopping, outings, events, clubs, holidays as required.	Ability to travel throughout Fife	✓	

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Being familiar with the National Care Standards actively promoting and ensuring a high standard of care.			
Undertaking the keyworker role - monitoring and ensuring the service user is being offered the opportunities, experience, care and support identified in their care plan.			
Undertaking relevant training, taking ownership and being responsible for own continuous professional development, ensuring all required mandatory training and development needs are met within the required timescales.	Ability to evidence Continuous Professional Development	✓	
Organising, Chairing and Attending staff and other relevant meetings, contributing to service development and finalising reports.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<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.	
Additional Information – the following information is available:	Expected Behaviours
<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>