

CROSSREACH

Care you can put your faith in



Senior Care Worker

Candidate Information Pack



The Church of Scotland

Social Care Council

Operating as CrossReach, Scottish Charity No: SC011353



About us

We all have something in common, that is we will all grow older. At CrossReach we want to ensure that those who need a service are surrounded by people who want to care and can help to bring a smile to someone brightening their day, improving their quality of life.

And even though we're one of Scotland's largest voluntary social care charities – with a 1,600-strong team working across 60 services around the country – we genuinely value the individual. For our clients or services users, that means being treated with respect and care, regardless of the circumstances.

As a senior care worker, you'll provide practical support, through managing personal plans and administering medication, but you'll also be helping us achieve the highest professional standards of social care by carrying out quality audits and key working. But this is also a role for a leader. As such, you'll allocate work, organise rotas and be responsible for the performance management, training and development of your team.

So, if you're looking for a supportive career, we're looking for you.



The Role

Main Purpose

- The Senior Care Worker will operate as a senior member of staff within the service, responsible for the overall support of service users and the efficient management of his/her own team.
- You will be required to provide practical support to service users consistent with the aims and objectives of the service.
- In addition, you will be required to contribute to achieving the highest professional standards of social care practice ensuring that quality standards are met through audit processes, care planning and key working.

Main Duties

- To be responsible for the planning and allocation of work carried out by the staff team.
- To assist in rota planning to ensure that there is an adequate and appropriate staffing complement.
- To provide management cover in the absence of the service manager/deputy and be responsible for the safety and security of the building.
- To act when required as a key worker for designated service users.
- To be involved with your team compiling, monitoring and reviewing care plans in consultation with relevant stakeholders
- To be responsible for the management of medication processes including ordering, administering and auditing
- To assist the manager and deputy in the formulation and delivery of the service quality improvement plan.



- To audit against the agreed quality standards ensuring that action plans are produced and acted on
- To assist with the identification of staff training needs.
- To assist in service based induction training and ongoing training within the service.
- To assist with all aspects of HR including recruitment, performance management, absence management and involvement in discipline and grievance investigations
- To undertake or facilitate the assessment of staff for SVQs.
- To participate in staff meetings.
- To assist the Service Management in the promotion of services and to maintain close relationships, with all relevant professionals involved in the support of service users
- To undertake responsibilities in relation to H&S as delegated by the Service Manager.
- To ensure that a safe, secure and supportive environment is created and maintained for individuals.
- Promote the wellbeing of all service users within a professional framework in a sensitive caring manner affording them dignity and respect.
- To be responsible for specific duties as directed by the service manager/deputy ie in service training delivery, core group involvement, specific ambassador roles etc .
- Requirement to undertake occasional "sleep-in" duties.
- To ensure that records are maintained in line with CrossReach's financial policy.
- Contribute to the maintenance of systems to gather, record and store information/data.
- To demonstrate and share Christian love and support including sharing with others the leading of worship in accordance with CrossReach policy and by ensuring all staff meetings are opened with prayer and Bible reading



The Person

Requirements

- A relevant SVQ level 3 is essential.
- Ability to complete PDA supervision, PDA medication, SQV 4 and workplace assessors' award.
- You should possess basic computer literacy skills including use of Microsoft Office and the internet.

Specific Requirements

- As we do our work in Christ's name the job you have applied for requires you to have a Christian faith and be able to work within and uphold our Christian Ethos. This is an Occupational Requirement under Part 1 of Schedule 9 to the Equality Act 2010.
- This post requires you to be registered with SSSC and it is your professional responsibility to ensure that you meet the standards and criteria for registration.
- This post requires you to be a member of the Protecting Vulnerable Groups (PVG) Scheme and undertake the necessary vetting checks.

Benefits

- The salary for this post is £26,223 -£27,075 per annum.
- Health cash plan giving cash back on a range of essential healthcare
- Wellbeing and counselling support
- Employee discount scheme
- Employee awards and recognition programme
- This is full time role, but we open to discussion on part time and flexible working.
- There are 20 days annual paid leave. Increasing to 23 days after 5 years' service and 25 days at 10 years .
- There are also 10 statutory holidays.
- A pension scheme will be made available to the successful applicant. Up to 7% employer contribution.

How to apply

If you would like any further information or to arrange an informal chat regarding this role, please contact recruitment.team@crossreach.org.uk.

To apply, please visit www.crossreach.org.uk/careers