



Role Profile

CARE ASSISTANT				Purpose			
Reference No.	A4578	Type	Generic	Promoting social inclusion by working with people to maximise their personal independence, health and wellbeing to access opportunities in their local communities.			
Service	Health & Social Care						
Job Family	Care 3	Grade	FC4				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Enabling people to maximise their independence in relation to their personal and social needs in accordance with National Care Standards.				<p>To ensure you achieve registration with SSSC as part of the social care workforce within 6 months of starting in a new role, you must apply for registration within 3 months of your start date on the Social Care Workforce - Support Worker register.</p> <p>To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role, complete the required Continuous Professional Learning (CPL) for the role and submit an annual declaration via MySSSC.</p> <p>The benchmark qualification for this role includes SVQ Social Services and Healthcare at SCQF level 6 or social services children and young people SCQF 6. For</p>		✓	

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	<p>more details about qualifications and timeframes, go to https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</p> <p>If you do not currently hold a benchmark qualification, your registration will be granted subject to the condition that you achieve the required qualification within the timeframe defined by SSSC.</p> <p>Awareness of Health & Social Care Standards</p> <p>Ability to provide a regular and effective service</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.</p>	<p>Ability to make effective decisions</p> <p>Communication skills</p>	<p>✓</p> <p>✓</p>	
<p>Providing flexible support enabling people to access activities and achieve their personal outcomes.</p>	<p>Ability to be innovative and creative</p> <p>Ability to work in a flexible way</p> <p>Ability to work with minimal supervision</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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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 Awareness 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 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.	Awareness of 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.			

E = Essential Criteria D = Desirable Criteria

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Participating in escort duties as required.	Ability to travel throughout Fife	✓	
Undertaking domestic duties as required.	Full driving licence		✓
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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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: 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:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.