

**BARONY CARE
JOB PROFILE**



Job Details

Job Title	Support Assistant	Location/Section	Barony Care Services
Service Area	Care Services	Report to	Team Leader / Service Manager
Grade		Date Completed	April 2019

Job Summary

Barony Care is committed to service excellence and believes that through developing effective communication and trusting relationships with the people we work for, we can draw on life experiences to co-create individualised personalised services.

You will work within the principles of the Wheatley Group strategy and vision regarding supporting the people we work for to influence direction and development of Barony Care.

As a Support Assistant you will be expected to work with specific individual(s) to build a strong relationship based on trust and reliability, to support the person to live as independently as possible in the way they choose to, keeping them safe and promoting their health and wellness.

Your focus is to ensure that the things that are important to the people we work for are achieved while adopting a risk enablement, empowering approach.

You will work as part of a team providing direct support to the people we work for; have a sound awareness of your role and display effective communication skills.

As a Support Assistant you are expected to carry out your duties in line with the Organisation’s Core Values and your terms and conditions of employment, while presenting in a way that is in line with the Codes of Practice laid out by the Scottish Social Services Council (SSSC).

Behaviours & Competencies

Barony’s Core Values

- Person Centred
- Open Communicators
- Committed
- Quality

Wheatley Group’s Values

- Ambition
- Trust
- Community
- Excellence

As a Support Assistant you will demonstrate the following behaviours and competencies:

- Put people at the heart of everything we do
- Recognise that each person we work for is unique; acknowledging the importance of promoting preferred communication styles in order to develop successful relationships
- Non-judgemental, highly motivated and dedicated to the values of Barony and the Wheatley Group
- Confident, and have resilience and a positive attitude towards the work you undertake
- Open-minded; able to promote inclusion around the needs and aspiration of the individual
- Trustworthy, reliable and have the ability to build therapeutic working relationships with the individuals you support and their family/carers
- Able to work collaboratively with others to achieve the outcomes of the individuals you support
- Demonstrate professionalism, good time keeping skills, and enthusiasm for Social Care
- Pro-active, forward thinking and able to promote an excellent service to the people we work for
- Committed to the people we work for
- Self-motivated
- Enthusiastic
- Innovative and creative
- Strong belief in citizenship and social care values
- Strong belief that people should be allowed to make their own choices
- Support the people we work for to have the best quality of life
- Ability to see the wider picture and make good professional judgement
- Solution focussed outlook
- Take a non-discriminatory approach

Person Specification

Experience

Essential

Life experience in supporting or caring for vulnerable individuals

Good written and verbal communication skills

Able to work within a team

Able and willing to follow instruction from Health and Wellbeing Coordinators/ line manager

Enthusiasm and genuine interest in working with vulnerable people of various ages

Desirable

Experience of working with vulnerable people who have Learning Disabilities, Addictions, Mental Health Issues, Children and Families, Tenancy Support or homelessness issues

Experience of working as part of a team in a care setting

IT skills

Innovative and creative approach/problem solving skills

Qualifications

Essential

Demonstrate the commitment and ability to work towards and achieve a relevant qualification as defined by the Scottish Social Services Council (SSSC) within a given timescale

Desirable

SVQ 2/3 Health and Social Care, HNC Social Care (post 2005) or any other relevant qualification in Health and Social Care

Other

Able to work flexibly around when people we work for wish their support. This may include night duty and/or sleepovers

Job Outputs	
Performance output	Includes the requirement to:
Deliver outcomes for the people we work for	<ul style="list-style-type: none"> Support the individual to achieve their personal outcomes as detailed within the individual’s outcome based support plan Follow direction from the co-created outcome plan, the person we work for, family and senior management Take directions from the person we work for, their family and or support networks and the Support Coordinator to ensure that daily personal needs are met Attend and participate within planned review meetings Assist the person we work for to become an active member within their community
Confidentiality	<ul style="list-style-type: none"> Ensure confidentiality is observed and respected at all times, and all paperwork is completed within agreed timescales
Contribute to the success of the team	<ul style="list-style-type: none"> Adhere to Barony’s Organisational policies and procedures Carry out any other responsible duties as required by the organisation Bring to the attention of the Service Management Team any issues of concern or note which has an effect either directly or indirectly on the people we work for, staff members or the Organisation
Compliance with professional, regulatory, statutory and corporate requirements	<ul style="list-style-type: none"> Comply with and implement all Barony and Wheatley Group policies and procedures Act ethically and with integrity Work with the Assurance Team and Care Innovation and Improvement Lead to audit, promote and improve service performance Work within Health and Social Care Standards and participate in the Inspection process carried out by the Care Inspectorate

<p>Additional Duties</p>	<p>It is in the nature of the work that tasks and responsibilities are, in many circumstances, not routine and are variable</p> <p>All staff are therefore expected to work in a flexible way when the occasion arises and tasks, which are not specifically covered in the job profile, have to be undertaken. Due to the nature of self-directed support services in particular, staff flexibility is of great importance in order to provide the people we work for with high quality services in line with their wishes. This job profile outlines the main tasks in relation to these services; however, this list is not exclusive. Should there be significant change to the duties of this post; the job profile will be updated in consultation with affected members of staff</p>
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Interdependencies

- Stakeholders
- People we work for
- Families and Carers
- Support Assistants
- Team Leaders
- Support Coordinators
- Service Managers
- Care Improvement and Innovation Lead
- Area Care Manager
- Service Development Lead
- Head of Care
- Director of Barony
- Other posts / business areas / partner organisations which post holder will need to interact with directly on a regular basis
- Care Inspectorate and other Regulatory Bodies