

Alzheimer Scotland
81 Oxford Street
Glasgow
G5 9EP

0141 418 3930

Date as download

Dear Applicant,

Vacancy - Support Workers

Thank you for your interest in the above post. In this information pack you will find the following:

- Information on where to apply
- Job Description
- Person Specification
- Information about the service

If you require any further information on Alzheimer Scotland please explore our website at www.alzscot.org, where you can also download an electronic version of the application and an equal opportunities form. Please return completed application forms to:

Isabel Lappin
Receptionist
Alzheimer Scotland
81 Oxford Street
Glasgow
G5 9EP

If you wish to submit an electronic version of the application form please e-mail the completed form to oxfordstreetreception@alzscot.org. If you wish any clarification on any point please contact the office on the above number.

I would also request that you complete the equal opportunities monitoring form and either return it by post to the Human Resources Administrator, Alzheimer Scotland, 22 Drumsheugh Gardens, Edinburgh, EH3 7RN or as an attachment in an email to HRMailbox@alzscot.org. This is not mandatory, but will allow us to check that equal access to vacancies is applying in practice as well as theory.

Please note that successful applicants will be subject to an enhanced criminal conviction check through Disclosure Scotland.

Yours sincerely,

Isabel Lappin
Receptionist

Alzheimer Scotland

Availability for Work/ Preferred area of work

Name

1. I am available for work at the following times

	early morning	morning	afternoon	evening	overnight
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Please indicate times available **for example:**

	early morning	morning	afternoon	Evening	overnight
Monday	7.00 – 9.00	9.00 – 1.00	1.00 – 5.00	4.00 – 10.00	9.00 – 8.00

Should your availability change you must contact your line manager who will discuss the implication of any change with you.

2. Preferred area of work, please circle

South of city, North of city, across city, East Dunbartonshire

3. How did you hear of this vacancy?
(please tick)

Website

Leaflet

Other (please state)

SignedDate.....

Alzheimer Scotland

Support Worker

Purpose of the Post

The Support Worker will, as appropriate, provide support, social and personal care, to people with dementia in their own homes, at a day care centre or during day opportunity activities. The Support Worker will have responsibility for ensuring that they provide the highest possible level of care and stimulating activities to people affected by dementia.

Accountability

Line managers are Service Manager and Assistant Service Manager.

Main Duties and Responsibilities

The postholder will be expected to

- 1 **Provide flexible social support and personal care as appropriate to the setting.**
Be responsive to the individual needs of the person with dementia as identified in their personal support plan, either within their own home, day centre or trips outside the home. Escorting service users outside their home as required. Assist and support service users with taking prescribed medication in line with the organisation's policy and guidelines.
- 2 **Develop positive relationships with the service user, their carers, family and friends** to help maintain the service user's skills, social activities and relationships. Refer any concerns to a manager.
- 3 **Organise stimulating activities within the agreed support plan** – taking into consideration service users' interests.
- 4 **Monitor the support plan**, keep a record of relevant observations and notes and report to your line manager all matters relevant to the service user's care.
- 5 **Record keeping:** to assist in collating any relevant service records to meet required deadlines.
- 6 **Attend meetings and training sessions** at local and or national level, as required.
- 7 **Any other reasonable request** within the capability of the jobholder.

All of the responsibilities and duties are to be carried out according to Alzheimer Scotland's standards, policies and procedures as described in the

- Organisation's Manuals
- Standards and Audit for Day Care
- Standards and Audit for Home Support

As well as promote and adhere to National Care Standards and the Scottish Social Services Council Codes of Practice.

The post holder will be subject to Enhanced Disclosure Scotland checks.

This job description is open to review by the organisation at any time and was last revised in May 2007.

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Person Specification – Support Worker

The person specification should be read with the job description for the post of Support Worker. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate.

	Essential	Desirable
Skills, ability, Knowledge		
Good communication skills both written and verbal.	√	
Understanding of and empathy with the organisation's aims and values	√	
Experience of contributing to support plans and work diaries.		√
Understanding and ability to work with vulnerable adults in the service users own home and to engage services users in meaningful activities. Ability to contribute towards care planning and reviews.	√	
Ability to keep records of home support visits	√	
Personal Qualities		
Ability to relate purposefully and sensitively to service users and carers and to the needs of service users and carers.	√	
Qualifications/experience		
SVQ level 2 in Social Care or other relevant qualification.		√
Understanding and/or experience of working with, or supporting people with dementia or other vulnerable people.		√

Additional Job Information

The job of a support worker varies dependant on the service users needs but may include some elements of personal care for example continence care. You will be involved in engaging service users in a variety of activities within their homes and also accessing community based activities.

We have paid staff in our organisation aged from 16 to 80+. Although it is currently the case that women **over 60** and men **over 65** do not pay National Insurance, this will equalise in a few years on a sliding scale.

Support Worker - Contracted Posts

- These posts guarantee the post holder an agreed number of hours per week with the minimum normally being 16 hours
- Additional hours over and above the contracted hours can be worked these are paid at the normal rate but do not accrue paid annual leave entitlement
- Reasonable travel between service users is paid
- When you are asked to take service users out all expenses agreed by your line manager, including travel, will be paid
- Breaks of up to an hour between service user visits are also paid.

Support Worker - Sessional Posts

- Sessional workers are not guaranteed a set number of hours per week and are only paid for hours worked. If you do have regular service users for more than 8 weeks we may review your contractual arrangements.
- All hours worked by sessional workers accrue paid annual leave entitlement
- Reasonable travel expenses between service users will be paid.
- When you are asked to take service users out all expenses agreed by your line manager, including travel, will be paid
- Breaks of up to an hour between service user visits are also paid.

(Revised 19th December 2008).