



Job Specification for Caretaker/Security

Job Purpose

To ensure the delivery of a consistent high quality of service and to assist individuals towards realising their full potential.

KEY ACCOUNTABILITIES/TASKS

1. Service Delivery

- Actively participate in the assessment, planning, delivery and evaluation of care and support within the service.
- Assist individuals to maintain and develop their skills, abilities and confidence in all aspects of their lives.
- Contribute to the development of the service, maintaining high standards which adhere to organisational policy, aims and objectives.
- Ensure that the dignity and privacy of individuals is respected and maintained at all times.
- Assist individuals to exercise their rights and to make informed choices.

2. Quality Assurance

- Achieve agreed standards of service delivery in compliance with relevant legislation and National Care Standards.
- Participate in implementing and using quality assurance systems, appropriate to the needs of the service, in partnership with stakeholders.
- Be aware of and comply with the Scottish Social Services Council Code of Practice.

3. Administration and Financial Management

- Contribute to and maintain individual and organisational records.
- Record information in line with the organisation's Confidentiality Policy and the Data Protection Act.
- Operate the organisation's financial procedures in line with guidelines and budgetary limits.

4. Health & Safety and Property Management

- Ensure a healthy and safe environment, and the best use of property and equipment, by implementing and adhering to policies and procedures.
- Have a shared responsibility for ensuring that standards of health, safety and hygiene are maintained within the service.
- Use risk assessment practices to avoid or minimise risk in all areas of your work and support.

5. Learning and Development

- Participate in internal and external learning opportunities, as directed.
- Actively participate in and be committed to the supervision and appraisal processes, in line with organisational policy.

6. Communications

- Promote the aims of the Service and Turning Point Scotland.
- Represent Turning Point Scotland effectively at local level, liaising with individuals, stakeholders and communities.

7. Other Requirements

- Undertake any other tasks as may be reasonably requested.
- Undertake sleepover, overnight, weekend and unsociable hours, as required.

Essential/ Desirable	Assessment Process
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Education and experience

1	Experience and/or understanding of helping, supporting and assisting individuals.	Essential	
2	Willingness/ability to work with vulnerable individuals.	Essential	
3	Willingness to work towards a recognised qualification.	Essential	
4	Experience of working within a care setting.	Desirable	

Knowledge, skills and abilities

5	Knowledge of the care environment		
6	Communication		
6.1	Ability to provide a consistent approach to create and present records, data and other information that is accurate and timely.		
6.2	Ability to speak confidently and concisely, and listen and ask questions		
7	Service User Focus		
7.1	Ability to respect individuals and to involve them in all matters affecting their lives.		
7.2	Ability to assist individuals with their emotional, social and physical needs		
7.3	Ability to support individuals to use community resources.		
8	Planning		
8.1	Be able to priorities activities and allocate appropriate time		
9	Team		
9.1	Ability to build and maintain good working relationships with colleagues		
10	Self-Development		
10.1	Ability to assess your development requirements and utilise development opportunities available		
10.2	Ability to maintain consistency in your behaviour and accept responsibility for your actions		

11	<i>Decision Making</i>		
11.1	Ability to select the best course of action based on available information; and accept personal responsibility for the outcome		
12	<i>Managing Change</i>		
12.1	Ability to implement change in a constructive manner		
13	<i>Initiative</i>		
13.1	Ability to use your initiative within policy and procedure		

Other requirements of the post

14	Flexibility and willingness to work outwith standard hours (including night shift and sleepover).		
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Important

The ability to meet all the requirements list in the person specification must be demonstrated in writing on the application form. Shortlisted candidates will be required to demonstrate this in more detail at interview.

