



Crossroads North Argyll Care Attendant Scheme

Job Description – Care Attendant

1 Overall purpose of the job

The Care Attendant is employed to provide respite for unpaid carers to allow them to have a break without having to worry about leaving their loved ones. This could be in the person's own home or outside the home as agreed with the unpaid carer, cared-for and Manager.

Activities relating to individual service users will be as specified in their personal plans. Tasks and activities are carried out in accordance with the Health and Social Care Standards, the scheme's policies and procedures and health and safety requirements.

Care Attendants are required to work unsupervised and must make themselves aware of the Lone Working Policy.

Care Attendants are accountable to and report to the Manager of the scheme as directed.

2 Summary of Duties and Responsibilities

- Providing companionship, emotional support to the service user and unpaid carer
- Assisting the service user to pursue leisure and occupational activities and providing social stimulation both within the home and outside.
- Maintaining and providing, as directed, necessary records regarding the delivery of support, weekly impact reports, daily sheets, accidents/incidents and timesheets, all in accordance with the policies and procedures of the scheme.
- Reporting promptly to the manager
 - Changes in the service user's condition
 - Any potential or identified health and safety hazard
 - Any accidents or incidents
 - Any concerns that may arise in the course of his/her duties
- Attending training, support and supervision sessions with the Service Manager.

3 Special Conditions

The post may involve evening and weekend work. It is desirable that a Care Attendant has access to a car as they will require a car as part of their duties. Expenses will be reimbursed by the scheme in accordance with terms, conditions and policies and they will be required to provide evidence of requisite insurance cover.

All staff are required to become members of the SSSC (Scottish Social Services Council)