

**All Care Services LTD**

 **Homecare Care Assistant and Support Worker Application Pack**

Dear Applicant,

**Vacancy: Homecare Care assistant**

Thank you very much for your interest in working with All Care Services Ltd. I am enclosing:

* Job description
* Person specification
* Application form
* Equal opportunities monitoring form

**Please return completed applications to:**

info@allcareservice.org.uk

Please note that while we accept CVs, you will be required to fill in an application form as part of the recruitment process.Due to limited resources, we will only contact you if you have been shortlisted for interview.

We look forward to receiving your application. In the meantime, if you have any queries please contact the manager on 01506 239191.

Yours sincerely

**Service Manager**

**JOB DESCRIPTION**

**Homecare Care Assistant**

Title: Homecare Care Assistant

Shift Pattern: Morning, Afternoon, Evening, Waking Nights, Alternate Weekends

Salary: £9.50 per hour

Location: Edinburgh and West Lothian

Responsible to: Manager

**Purpose of the post**

The overall aim of this post is to provide personal, practical, social and emotional support to our service users in the comfort of their homes, in a way that respects the dignity of the individual and promotes independence.

**Summary of main responsibilities and activities**

* Contribute to the ongoing support of our service users in promoting their independence in the comfort of their home.
* Duties will include supporting clients with all aspects of personal care, the management of continence and supporting clients with rising & retiring to bed as appropriate.
* Assisting in the preparation and making of meals, drinks and snacks.
* Provide assistance with other daily living tasks that our service users cannot manage alone. These may include general cleaning tasks in the house, shopping, and maintaining the cleanliness of the home environment.
* To reduce isolation and provide social support such as talking and listening to people who use our services, helping them maintain contact with family, friends and community as prescribed by the support plan.
* To record all actions and information within the home in a clear, legible, and professional manner.
* To report all changes in the health and social circumstances of people who use our services to theRegistered Manageras soon as practical.
* To work as part of a team with colleagues and work closely with other agencies and professionals involved in the care of our service users, i.e., District Nurses.
* Contribute to the ongoing support of people who use our services and others significant to them in accordance with our Adult Support and Protection and Confidentiality policies.
* Maintain a written agreed record of work completed.
* To attend any training provided by the company and to attend meetings, and reviews regarding the people who use our services as required.
* To undertake all duties in accordance with the company policies and procedures and always abide by the Scottish Social Services Council codes of practice and National Care Standards.
* This job description is not exhaustive and will develop and change over time in to meet each service users’ needs and within the boundaries of the job purpose.

**Person Specification: Homecare Care Assistant**

**Qualifications**

* SVQ 2 is essential or to be willing to work towards this

**Experience**

* Experience within the care sector is desirable, but a genuine passion to making a difference to the lives of people in the community is essential, as well as having a positive attitude which is key to being successful in this role

**Skills / Abilities**

* Good social skills, the ability to interact and engage with people in the community
* Ability to work on own initiative, equally can work as part of a team
* Good level of written and verbal communication
* Ability to recognise and relay any changes to the health and wellbeing of the individual
* Ability to use common sense and use of own initiative
* Willingness to learn and have an empowering attitude
* Trustworthy, and comfortable in dealing with multi-disciplinary partners
* Reliable and determined
* Driving licence is desirable or sufficiently mobile and flexible to travel within services
* Able to organise, plan and work to deadlines

**What we offer**

* In return, we will provide you with ongoing training and development, Given the nature of this role, successful applicants must register with the Protection of Vulnerable Groups (PVG) scheme and Scottish Social Services Council (SSSC).

**JOB DESCRIPTION**

**Support Worker**

Title: Support Worker

Shift Pattern: Morning, Afternoon, Evening, Waking Nights, Alternate Weekends

Salary: £9.50 per hour

Location: Edinburgh and West Lothian

Responsible to: Manager

**Purpose of the post**

The overall aim of this post is to provide support to a range of service users to meet their individual needs in a way that respects the dignity of the individual and promotes independence.

**Summary of main responsibilities and activities**

* Supporting service users to pursue their interests, maximising their potential and fulfilling of their dreams.
* Enable our service users to maintain their personal hygiene and appearance.
* Supporting service users to access their local community resources
* Assisting in the preparation and making of meals, drinks and snacks enabling people who use our services to maintain a good level of nutrition
* Enable people who use our services to be more independent by building their skills to sustain their independence in the community
* To provide assistance with other tasks of daily living that people who use our services cannot manage alone. These may include cleaning, shopping, paying bills and household skills.
* Support service users to live a healthy lifestyle and promote their general wellbeing
* Support service users in develop and sustain relationships thereby reducing the risk of isolation.

**Person Specification: Support Worker**

**Qualifications**

* SVQ 2/3 is essential or willingness to work towards this.

**Experience**

* Experience within the care sector is desirable, but a genuine passion to making a difference to the lives of people in the community is essential, as well as having a positive attitude which is key to being successful in this role

**Skills / Abilities**

* Good social skills, the ability to interact and engage with people in the community
* Ability to work on own initiative, equally can work as part of a team
* Good level of written and verbal communication
* Ability to recognise and relay any changes to the health and wellbeing of the individual
* Ability to use common sense and use of own initiative
* Willingness to learn and have an empowering attitude
* Trustworthy, and comfortable in dealing with multi-disciplinary partners
* Reliable and determined
* Driving licence is desirable or sufficiently mobile and flexible to travel within services
* Able to organise, plan and work to deadlines

**What we offer**

* In return, we will provide you with ongoing training and development. Given the nature of this role, successful applicants must register with the Protection of Vulnerable Groups (PVG) scheme and Scottish Social Services Council (SSSC).

**Application Form**

To be returned to:

info@allcareservices.org.uk

Please mark this email ‘Recruitment: Confidential’

**Notes on completing this application:**

If you are filling in this application by hand, please do so in **BLOCK CAPITALS** to ensure that we can read and understand all the information you have given us.

Please complete all the questions and relate all answers to the job description and person specification – **DO NOT ATTACH A CV INSTEAD**. If you submit a CV to us we will discard it and consider only the answers to the questions on the form.

If you need any assistance filling in the application or if there is any part of it you do not understand, please don’t hesitate to get in touch with us on **01506 239191**.

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| **1: Personal details** |
| Surname: | First name:  |
| Address: | Tel (home): |
|  | Tel (mobile):  |
| Postcode: | Email address:  |
| **2. Additional Information** |
| Do you possess a valid driving licence for the UK? (please circle) **Yes / No**  | Do you have use of a car for work? (please circle) **Yes / No** |
| Do you have the legal right to work in the UK? (please circle) **Yes / No** |
| If ‘Yes’ please note you are required to provide evidence of this as part of the application processIf ‘No’, please note we are unable to recruit anyone who does not have the legal right to work in the UK. |
| Are you related to or do you know anyone who works for All Care Services? (please circle) **Yes /** **No** |
| If ‘Yes’ please give the name of the employee and the relationship to them. |
| **3. Criminal Record Declaration**  |
| The nature of the work you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended). Offer of employment will be subject to a satisfactory Protecting Vulnerable Groups (PVG)checks. It is therefore a requirement that all previous convictions are declared, even those which would otherwise be regarded as ‘spent’. (Any such information will be treated confidentially). |
| **PVG membership number:**  |
| Please read the above carefully and then answer the following questions:Have you ever been convicted of a criminal offence? (please circle) Yes **/ No** |
| Have you ever received any official cautions, reprimands, or warning? (please circle) **Yes / No** |
| To your knowledge, are you currently the subject of any criminal proceedings or any police investigation?(please circle) **Yes / No** |
| If you have answered yes to any of these 3 questions, please provide details below (include driving offences): |

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| **4. Education, Qualifications and Training** (only enter those qualifications and/or training necessary or relevant to the job) |
| **Education/Training**  | **Subject** | **Qualification**  | **Date** |
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| Any details of membership to professional bodies (please provide details including any offices held):  |
| **5. Employment history**  |
| **Current/ most recent employment**  |
| Name & address of employer: | Start date:  | End date:  |
| Post code:  | Tel: No |
| Job title: | Salary:  |
| Reasons for leaving:  |
| Brief description of your main duties and responsibilities: |
| **Full Employment History (most recent first with any gaps explained**)  |
| Dates | Job title  | Employer's Name and address  | Reason for leaving |
| From | To |
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| **6: Relevant Experience, Skills and Abilities** |
| With reference to the job description and person specification, please outline how your work experience (including unpaid work) and your skills and abilities would enable to carry out the duties of this post. Please include any information which you feel is relevant. |
| **7a. AVAILABILITY (Only complete this section if you are applying for Homecare, Care Home and Domestic worker position.)** |
|  | Mornings | Afternoon | Evenings | Sleepover | Waking nights |
| Weekdays |  |  |  |  |  |
| Saturdays |  |  |  |  |  |
| Sundays  |  |  |  |  |  |
| **7b. AVAILABILITY ideal number of hours you would like to work per week:** |
|  |
| **8. References** |
| **Please provide the names and contact details of referees: The first reference must be your present or most recent employer, if there is less than two years between both then please provide a further reference.** **We require a minimum of 2 employment references to cover a three-year period –if necessary, please provide further referees covering the last 3 years.**We will not contact any referee without your permission or until an offer of employment has been accepted. If you do not have two employment references, one may be from a professional body, a lecturer or teacher or similar. *Also, if you have previously been employed in a position which involved working with vulnerable adults or children for more than three months then one of the references you provide must be from this agency/employer.* Personal referees such as relatives, friends, neighbours etc. **ARE NOT** acceptable. |
| **REFERENCE** | **REFERENCE** |
| Company Name:  | Company Name: |
| Referee’s name and position:  | Referee’s name and position: |
| Address: | Address: |
| Postcode: | Postcode: |
| Tel no. | Tel no. |
| Email address: | Email address: |
| Relationship to you (e.g. manager/supervisor) | Relationship to you (e.g. manager/supervisor) |
| Reason for leaving:  | Reason for leaving: |
| **Can referee be contacted prior to interview YES/NO** | **Can referee be contacted prior to interview YES/NO** |

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| Section 7: Declaration |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I acknowledge that false information or deliberate omissions and misrepresentation on this form may lead to dismissal without notice.**Name (please print):****Signature:****Date:** |

**Equalities Monitoring Form Recruitment**

All Care Services aims to be an inclusive organisation where everyone is treated with respect and dignity and there is equal opportunity for all. To assist us in that aim, we would be grateful if you would complete this form. The information requested below is for monitoring purposes only, it will in no way affect the ACS recruitment process. Completion of the questionnaire is entirely voluntary, and it provides us with the opportunity to review our practice. All Care Services gives a commitment that this information will remain confidential and held for no longer than is necessary under the General Data Protection Regulation 2018.

 Please note: The form can be returned by email or by post. Thank you.

**How did you find out about this vacancy?**

………………………………………………………………………………………………………

**Age monitoring**: All Care Services is committed to anti discriminatory practices within the organisation:

**Age Ranges:**

**16 - 24**  **25 - 40  41- 55**  **56 - 65**  **66 +** 

Please tick this box if you would prefer not to answer this question: 

**Ethnicity monitoring:**  All Care Services is committed to ensuring fairness and equal access to all applicants whatever their ethnicity.

**African, Caribbean or Black**

African, African Scottish or African British 

Caribbean, Caribbean Scottish or Caribbean British 

Black, Black Scottish or Black British 

Any other Black background 

(Please describe) …………………………..

**Asian, Asian Scottish or Asian British**

Indian, Indian Scottish or Indian British 

Pakistani, Pakistani Scottish or Pakistani British 

Bangladeshi, Bangladeshi Scottish or Bangladeshi British 

Chinese, Chinese Scottish or Chinese British 

Any other Asian background 

(Please describe) …………………………….

**White**

British 

English 

Irish 

Scottish 

Welsh 

Northern Irish 

Gypsy / Traveler 

Polish 

Any other white ethnic group 

(Please describe) ……………………………

**Other ethnic group**

Arab 

Any other mixed or multiple ethnic group’s 

(Please describe) …………………………….

Please tick this box if you would prefer not to answer this question: 

**Religion and Belief monitoring:** All Care Services asks you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against any applicant because of their faith or beliefs.

Christian

(*including* *Church of Scotland, Catholic, Protestant and all other Christian denominations) *

Buddhist  Hindu  Jewish  Muslim  Sikh 

No religion 

Other (please describe) ……………………………………………….

Please tick this box if you would prefer not to answer this question: 

**Sexual orientation monitoring:** All Care Services seeks to become an inclusive organisation and makes sure that processes and practices are fair to all applicants. Please help us and do this by completing the following question around your sexual orientation.

Heterosexual/Straight 

Lesbian 

Gay 

Bisexual 

Other 

Please tick this box if you would prefer not to answer this question: 

**Disability monitoring:** To make positive changes, All Care Services wants to address the different barriers faced by disabled people. Therefore, we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Do you consider yourself to have a disability or long-term health condition?

Yes  No 

If YES, please give details:

……………………………………………………………………………………………………….

Please tick this box if you would prefer not to answer this question: 

**Gender monitoring**: All care services aims to be an inclusive organisation and welcomes applicants from all communities.

1. Please describe your gender:
	* Female 
	* Male 
	* Non-Binary 

Please tick this box if you would prefer not to answer this question

1. Have you ever identified as a transgender or trans\* person?
	* Yes 
	* No 

Please tick this box if you would prefer not to answer this question 

**Thank you for completing this monitoring form.**

**You can return it to us by email on** **info@allcareservices.org.uk**

***All information received will be confidential and only used for monitoring purposes to improve our services***