



**BACKGROUND – About McSence**

The McSence Group is an award-winning Social Enterprise formed in 1988 as a response by the community of Mayfield and Easthouses in Midlothian to the devastating effects of pit and factory closures in the area. Incorporated as a charity, the group now provides a wide range of services including

-  Care: Care at Home, Companionship & Home Help
-  Property: Property Maintenance, Cleaning Services, Property Letting, Development & Estate Management

The business is owned by the community in which it is based and is governed by an unpaid board of volunteer Directors. All profits made by the group are either invested in new business ventures or returned to the community in the form of grants to voluntary bodies or individuals in need. We are based in Mayfield, Midlothian and the group has grown to provide a wide range of services across three main areas Care, Property & Training and employs around 250 staff delivering services in Midlothian, Edinburgh, East Lothian and the Borders.

**McSence is looking for a HOME CARE WORKERS with a great aptitude for care work, the right qualities and values to join the team in maintaining a successful quality Care at Home service.**

**JOB DESCRIPTION**

**Company:** McSence Communication Ltd – Care at Home  
**Reporting to:** Service Manager, Care at Home at our Head Office in Mayfield, Dalkeith  
**Driver:** Clean current driving licence and access to a vehicle is preferred  
**Benefits:** Pension Scheme; Uniform; Paid Training; Paid PVG; Mileage Allowance; Expenses On-Call Payment; Non-contractual mobile phone allowance, Refer-a-friend Reward Scheme  
**Location(s):** Midlothian  
**Head Office Location:** McSence Business Park, 32 Sycamore Road, Mayfield, DALKEITH, EH22 5TA  
**Salary/Hourly Rate:** £10:50 per hour, Monday to Sunday  
**Contracted Hours:** Various  
**Working Hours:** Block Full Time: 7am – 1:30pm & 3:30pm – 10pm  
 Part Time Mornings: 7am – 2pm / Evenings: 4pm – 10pm  
**Shift Pattern:** **4 days / 3 days / 4 days**

WEEK	MON	TUE	WED	THU	FRI	SAT	SUN
1	✓	✓				✓	✓
2			✓	✓	✓		

**Delivery of support**

Home Care Workers will provide support to individual clients in accordance with the individual’s personal plan in order to deliver positive outcomes for the individual and meet changing needs and choices. Support may be provided with personal care, practical tasks and broader support to ensure the client’s wellbeing.

**Support with personal care:** Examples of support with personal care include but are not limited to supporting clients with:

- Bathing, washing, bed bath, showering
- Oral care including cleaning teeth and dentures
- Dressing, undressing, assisting with clothing
- Washing, brushing hair, personal grooming, shaving

- Using the toilet or commode
- Managing continence including catheters, stoma bags, pads, changing bed pads
- Getting in or out of bed
- Medication including administering, prompting, ordering, collection
- Preparation of meals with support to eat and drink
- Manual handling and moving from one position to another including using equipment as required

### **Communication**

- Effectively communicate relevant information to the At Home Coordinator / Service Manager and/or other members of the support team regarding any changes in the individual's support needs.
- Work in partnership with all members of the multidisciplinary team to ensure any changes in a client's health, needs or wellbeing are reported on a 'need to know' basis.
- Deliver a high-quality service without discrimination on the basis of a person's race, disability, age, gender, religion, sexual orientation or any other aspect of an individual's background which may be used to justify unfair treatment and in accordance with the Equality Act 2010.
- Ensure when adult support and protection issues are disclosed or suspected, that these are reported in line with policies and procedures.
- To communicate with and recognise family carers as part of a person's care team.
- Report to the At Home Coordinator / Service Manager any concerns, complaints or suggestions for improvements raised by clients and carers.
- Communicate sensitively and in an appropriate manner with clients and carers.
- Maintain clear, concise, and legible client records according to organisational policy and procedures.

### **Personal Development**

- Demonstrate a commitment to continuous personal development and learning.
- Attendance at team meetings.

### **Qualifications and Experience**

It is essential that the post holder achieves a relevant qualification for the post as defined by the Scottish Social Services Council (SSSC). It is essential that candidates either hold an SVQ 2 in Social Services and Healthcare or equivalent or demonstrate a commitment to working towards this qualification, and successfully completing this within a time frame specified by management. It is essential that all candidates personal value base complies with the Codes of Practice for Social Services Workers. It is desirable that candidates should have relevant experience in a related field or other personal experience.

### **Additional Information**

All employees will be expected to apply for and maintain their Registration with the SSSC at the appropriate time, as specified by the SSSC, and to ensure they comply with the SSSC Code of Conduct. All staff must familiarise themselves with all the Policies and Procedures of McSence. In particular, all staff have a duty to ensure they comply with requirements under the Protection of Vulnerable Groups (Scotland) Act 2007.

Prior to any unconditional offer of employment being made requires McSence to have the following compliances satisfied:

- Receipt of satisfactory references covering last 3 years
- Satisfactory PVG check
- Compliance with Asylum and Immigration Act 1996
- Confirmation of professional registration (where applicable)

Additionally, any offer of employment will be conditional upon matching with a client or clients.

## Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> <li>Genuine interest in and desire to work in social care</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in social care or related field</li> <li>Relevant personal experience</li> </ul>
Education, qualifications, training	<ul style="list-style-type: none"> <li>Willingness to achieve SVQ 2 Social Services and Healthcare in a specified period of time</li> <li>Evidence of commitment to continuous personal development</li> </ul>	<ul style="list-style-type: none"> <li>SVQ 2 Social Services and Healthcare or equivalent</li> </ul>
Value base	<ul style="list-style-type: none"> <li>A belief in inclusion evidenced through work practice or personal experience</li> <li>Belief in the rights of clients to makes choices and decisions</li> <li>Recognition of the individual uniqueness of clients</li> </ul>	
Skills, abilities and knowledge	<ul style="list-style-type: none"> <li>Can demonstrate a standard of literacy and numeracy sufficient for the keeping of legible and accurate records</li> <li>Able to work as part of a team and on individual basis</li> <li>Able to relate to people with differing experiences and backgrounds</li> <li>Driving licence and access to a vehicle *</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of National Care Standards and their application in practice</li> </ul>
Interpersonal and social skills	<ul style="list-style-type: none"> <li>Good verbal and non-verbal communication skills</li> <li>Honest, reliable, sensitive to the needs of others</li> </ul>	<ul style="list-style-type: none"> <li>Able to represent the needs and interests of clients to key people</li> </ul>

\*In certain circumstances a driving licence and access to a vehicle may not be essential



**Group of Companies is an Equal Opportunities and Disability Confident Committed Employer and welcome applications from Black and Minority Ethnic (BME) communities.**