



Thank you for your interest in working with us. This job pack contains a copy of the advert as well as the job description and person specification for the role of:-

**Role: Care & Support Worker (Waking Nightshift)**

**Salary: £9.12 - £9.47 per hour**

**Location: Alloa, FK10 2HX**

**Job type: Permanent /Part Time, 35 hours**

**Job Ref: 0081 - 1235**

**Closing Date: Monday 2<sup>nd</sup> September 2019**

To apply, please complete our application form, quoting reference 0081 - 1235 to [jobs@trusha.org.uk](mailto:jobs@trusha.org.uk) or post to Human Resources, Trust Housing Head Office, 12 New Mart Road, Edinburgh EH14 1RL no later than 12 noon on the closing date stated.

Our interview shortlist is determined by how you match up against the skills and experience the role demands and only successful applicants will be contacted again to attend the interview.

May I take this opportunity to thank you for your interest in working with us and wish you every success for the future.

Regards

*Sharon Chalmers*

Sharon Chalmers  
HR Assistant  
0131 444 1200



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Trust Housing Association has a fantastic opportunity for a Housing Care Worker (Nights) to join our team based at West Lodge Gardens, Alloa.



**In return for your enthusiasm and commitment we will offer you: -**

- **Competitive hourly rate of £9.12—£9.47 per hour**
- **30 hours per week working 9.45pm to 7.45am on a rolling rota**
  - Week 1: Mon, Tue, Sat & Sun**
  - Week 2: Wed, Thur, Fri**
- **Access to paid Training and vocational qualification**
- **Generous holiday entitlement**
- **Paid PVG check**
- **Option to work additional hours with our staff agency**

**What we're looking for in our Care & Support Workers:**

Our housing care service at Alloa provides housing support, personal care and a meals service. You'll be working with our tenants to ensure that they receive the support and personal care identified in individual care plans, making it possible for our tenants to continue enjoying as much independent living as they're able. It'll be rewarding looking after those who rely on the support and dedication you'll bring to this important role.

**Care & Support Skills and Experience:**

Ideally, you will have an appropriate qualification in Health & Social Care and previous experience of working with older people or other vulnerable members of a community, so you will understand their needs and know how to meet these. If you are successful in joining our team we can provide you with fantastic opportunities to develop your experience or enhance your career in social care and assist with your ongoing continued personal development.

**About Trust Housing:**

Trust Housing Association is a national housing, support and care provider, offering a range of accommodation and support services. Primarily serving older people in our communities we also provide housing for families and individuals. We have over 2,600 households across the length and breadth of Scotland, from the Highlands and Islands all the way down to the Borders.

Trust is an Investor in People Gold accredited employer, a Leader in Diversity and a great place to work.

We are an equal opportunities employer and welcome applications from all sections of the community.

Trust Housing Association is a Registered Scottish Charity- SC009086



**INVESTORS  
IN PEOPLE**

**Gold**





## Job Description

**POST:**

Housing Care Worker ( Nights)

**LOCATION:**

Development Based

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**PURPOSE OF JOB**

To assist in the delivery of services to enable tenants to obtain maximum benefit from the development whilst enhancing the quality of their lives and supporting them to live independently in the community.

**MAIN DUTIES & ACTIVITIES**

1. Provide sensitive, efficient support and care service in line with Trust policies and procedures.
2. To ensure the implementation of the aims and objectives of the development, with particular emphasis on assisting both tenants and other staff.
3. To maintain the highest standards of support and personal care for tenants ensuring a high level of comfort.
4. To ensure tenants can maximise their privacy, independence and choice in an open and trustworthy way ensure that respect and dignity is maintained at all times.
5. To be aware of and comply with Health and Safety matters at all times.
6. To implement procedures for dealing with emergencies including liaising with emergency services and answering alarm calls.
7. Ensure that tenants receive regular checks in line with individual care plans.
8. Carry out tasks relating to the protection and security of the building.
9. Carry out quiet tasks as delegated by Housing with Care Manager or Senior staff.
10. Testing equipment such as fire alarms, tenant pendant alarms as necessary and required by policy and procedures.
11. Participate in staff meetings, supervision and appraisal processes.
12. To undertake training and personal development.



13. To undertake duties and responsibilities in accordance with the scope of the Housing Care Worker and tenant needs.

## **EQUALITY, DIVERSITY AND INCLUSION (EDI)**

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust
- Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

## **REPORTING ARRANGEMENTS**

The post holder will report to the Housing Care Manager however during evening shifts support will be available from Trust Out of Hours



## PERSON PROFILE AND SPECIFICATION

Skills & Abilities	Essential	Desirable
Previous experience in a care related service	✓	
Excellent verbal and written communication skills	✓	
Ability to deal with challenges in a calm and efficient manner	✓	
Education, Qualifications, Training & Development	Essential	Desirable
SVQ Level 2 or a commitment to achieve this qualification in line with Trust's qualification programme timetable.	✓	
Experience in the administration of medication, safer people handling, and any other training relevant to the post.		✓
Other factors and attributes	Essential	Desirable
A highly flexible approach and willingness to contribute to the success of the development. Able to demonstrate a clear understanding, personal commitment and positive approach to the values and vision of the Association to deliver an effective and valued service to our customers.	✓	
Equal Opportunities	Essential	Desirable
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	