



ACasa Care

Job Overview

We offer support to people to enable them to live independently at home or we provide packages of care to help people to return home after a stay in hospital or other supported living. Personal and community support staff will undertake a range of tasks which have been agreed with the client and which meets their own personal identified needs. Initially we are looking for people to join our Bank staff and the level at which you will be placed will depend on your own preference as well as discussion with ourselves related to experience, skills and relevant qualifications. Following a successful interview you will be required to attend induction training and given further details related to terms and conditions of employment. ACasa Care aims to encourage personal and professional staff development so there may be an opportunity for progression and further training. Job specifications are as follows for

- **Personal Support Worker**
- **Community Support Worker**
- **Cleaner**

Key Qualities for all positions

- Commitment
- Warmth
- Punctuality
- Reliability
- Understanding of confidentiality
- Flexibility
- Use of initiative
- Ability to respond appropriately to clients and respect their rights (including choice, dignity, privacy, safety, equality, diversity, potential)

An induction programme is mandatory and further training will be provided to ensure all ACasa staff develop their existing skills as well as identify and gain new skills.



Job Description - Personal Support Worker

Key Tasks

- To provide support to clients primarily at home either individually or as part of a team
- To offer personal care as assessed which could include elements of toileting, dressing, bathing, making meals, light housework
- To be involved in the completion of recording procedures to ensure consistency and safety for both clients and staff
- To promote independence and provide a range of social and recreational activities at individual and family request
- To assist as required for activities outwith home environment
- Ensure work within agreed policies and procedures of ACasa Care
- Attend staff training and meetings as and when required

Job Description – Cleaner

Key Tasks

- To complete cleaning tasks to high quality as agreed at individual client assessment
- To be involved in the completion of recording procedures to ensure consistency and safety for both clients and staff
- Ensure work within agreed policies and procedures of ACasa Care
- Attend staff training and meetings as and when required

The above is intended to give prospective applicants an overview of the post, the tasks and the context within which the job is being offered. It does not purport to be an exhaustive statement of Term & Conditions of Employment with ACasa Care. Applicants will be given an adequate opportunity to discuss issues of that nature at initial interview.



APPLICATION FORM

(REGULATED ACTIVITIES ONLY)

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

Personal

(Please complete this section in BLOCK CAPITALS)

Surname: _____

First name: _____

Address: _____

Postcode: _____

Home telephone number: _____

Mobile telephone number: _____

Full Driving Licence: **Yes / No** Endorsements: **Yes / No**
If YES, please give further details including dates:

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? Other work? **Yes / No**

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

If YES, please give full details:

Are you willing to work overtime and weekends if required? **Yes / No**

Please give details of any hours which you would not wish to work:

It is a criminal offence for barred individuals to apply to work with children or vulnerable adults in a regulated activity. Are you on a barred list? **Yes / No**

Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? (A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the CRB/Disclosure Scotland Codes of Practice) **Yes / No**

If YES, please give full details: _____

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment?

Yes / No

Have you ever worked for this Company before?

Yes / No

If YES, please give full details:

Have you applied for employment with this business before?

Yes / No

Do you need a work permit to take up employment in the U.K.?

Yes / No

Education

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

Employment Details

Please give details of your past employment, **excluding** your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

Present or Last Employer

Are you currently employed?

Yes / No

Name of present or last employer:

Address:

Telephone number:

Nature of business:

Job title & brief description of duties:

Reason for leaving:

Length of service:

From: _____ To: _____

References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

Source of Application

How did you hear of this vacancy? _____

Thank you for your interest in ACasa Care. If your application is successful we will be in touch to arrange an interview.