

**SKILLS FRAMEWORK FOR SOCIAL SERVICE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Care Services					
TSC	Care Assistance					
TSC Description	Provide care, assistance and training in Activities of Daily Living (ADLs)					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	SSC-CAR-1001-1.1	SSC-CAR-2001-1.1	SSC-CAR-3001-1.1			
	Follow organisational policies, protocols and procedures to provide care and assistance in Activities of Daily Living (ADLs)	Provide active support and assistance to clients in Activities of Daily Living (ADLs) according to individual care-plans	Supervise Care staff in providing care and assistance in Activities of Daily Living (ADLs) according to individual care plans			
Knowledge	<ul style="list-style-type: none"> Enhanced client's needs in ADLs Common chronic health conditions afflicting clients Tools and equipment for ADLs and the ways to prepare them Ways to ensure client's privacy and dignity Factors to consider in carrying out ADLs Abnormalities and risks in client conditions Organisational Standard Operating Procedures (SOPs) for recording and reporting ADLs Organisational SOPs for responding to emergencies Regulatory requirements and guidelines in assisting clients with chronic or acute conditions First aid and the use of Automated External Defibrillators (AEDs) 	<ul style="list-style-type: none"> Clients' ADLs and leisure Procedures identifying client needs and providing support and assistance Support services available for clients Use of equipment and aids to support and assist client Principles of active support Client documentation requirements Relevant tools for tracking and monitoring progress Relevant legislation related to privacy and acts covering the care setting 	<ul style="list-style-type: none"> Training styles and methods relating to care assistance Individual care plans Client documentation requirements Requirements of the roles of subordinate staff Processes for monitoring performance and providing feedback Communication techniques in explaining the role and providing feedback 			

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<p>Abilities</p>	<ul style="list-style-type: none"> • Prepare tools and equipment to assist clients' ADLs accordance with care plans • Explain clearly to client the ADLs to be conducted using effective communication skills • Take appropriate actions to ensure client's privacy and dignity is protected • Prepare client for ADLs • Carry out the ADLs in accordance with established organisational procedures • Dispose waste in accordance with established procedures and regulatory requirements and guidelines • Respond to emergencies according to organisational SOPs • Report abnormalities to supervisors 	<ul style="list-style-type: none"> • Provide active support and assistance to client in accordance with their care plans • Explain the scope of the service to be provided to the client or caregiver • Monitor the client, activities and environment to identify increased need for support and assistance with ADLs • Maintain client documents according to organisational reporting and documentation standards • Liaise with social service or healthcare professionals on supporting the client's adherence to the care plans • Break down respective ADLs into steps for training • Track the progress of clients • Educate clients on life skills, hygiene skills and appropriate boundaries • Assess severity of abnormalities and determine appropriate course of action • Apply contingency management skills in the event of emergencies according to organisational Standard Operating Procedures (SOPs) 	<ul style="list-style-type: none"> • Understand the sources of training required for care staff to enhance staff's capabilities • Define roles, responsibilities and relationships of care staff within the team • Monitor care staff's performance of tasks in relation to client's care plan • Review the client's commitment to the strategies and goals in the care plans with social service and/or healthcare professionals • Contribute to the development of care plans 			
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