

=Human Resource Quality Manual 3	Issue Date: 17 th November 2011
Doc Code TCF/HR/F020	Issue 1



JOB DESCRIPTION

Title of Post: Night Support Worker – Supported Living Scheme	Location: Supported Living Services Meadowvale Court, Hillsborough Old Road, Lisburn
Accountable to: The Registered Manager	
Purpose of the Job: The Night Support Worker is part of the staff team, providing care and housing support services for adults who may have Acquired Brain Injury, physical/ sensory disabilities or a neurological condition	
Salary/Hourly Rate: £7.65 per hour	Hours of Work: 20 hours per week (2 x nights)
Closing Date: Friday 31 st March 2017 at 4pm	Length of Contract: Permanent

Key Duties & Responsibilities:

1. Service Users

- Provide services in a person centred way following the individuals' support plans.
- Support service users to live in their own tenancies including personal budget planning, menu planning, household management, arranging transport & appointments etc.
- Support service users with cleaning and maintenance of their homes as required.
- Support service users with food preparation as required.
- Provide personal care to service users e.g. bathing, washing, using the toilet, dressing, return to bed and rising etc.as required.
- Signpost service users to other services as required GP & other healthcare providers, Befriending schemes, social activities, Citizens Advice etc.
- Report any adverse incidents, e.g. falls, accidents, complaints etc.
- Attend and contribute to service user individual reviews as requested.
- Be available to listen and talk to service users.
- Provide Housing related support to individuals in their homes.
- To promote independence and community inclusion.

2. Quality

- Work within Cedar Foundation Quality Management System
- Ensure that guidance and procedures within the home are adhered to, particularly with respect to:
 - a) Handling and security of money
 - b) Reporting of adverse incidents, complements and complaints
 - c) Fire prevention
 - d) Health and safety
 - e) Vulnerable adults
 - f) Protection of Children and young people.
 - g) Administration of medication.

3. Learning and Development

- Participate in a formal supervision programme.
- Participate in all mandatory training.
- Attend and contribute to staff meetings.

4. General

- Work within the rota system in order to meet the needs of the service users, the service and statutory regulations.
- Contributing to maintenance of all records, required by The Cedar Foundation and as outlined in statutory regulations.
- Work as part of a team of staff to ensure the full provision of care and support services for individuals.
- To practice in accordance to Cedar's code of conduct and Regulatory standards.

Person Specification:

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

The following are essential criteria which will be measured at short listing stage:

Criteria	Essential	Desirable	Evidenced By:
Education/Training/Qualifications	<ul style="list-style-type: none"> Numeracy & literacy (English language) skills 	<ul style="list-style-type: none"> NVQ level II or equivalent Maths and English GCSE at Grade C or above (or equivalent) 	Application form
Experience		<ul style="list-style-type: none"> Demonstrable evidence of 6 months experience of providing physical care / support for individuals within the last 2 years 	Application form
Circumstances	<ul style="list-style-type: none"> Available to work shifts as required References 		Application form

The following are essential criteria which will be measured at interview stage:

Criteria	Essential	Desirable	Evidenced By:
Experience	<ul style="list-style-type: none"> Effective verbal and written communication skills Registered or willing to apply for registration with the N. Ireland Social Care Council. Once offer of employment has been made, applicants must register with NISCC 	<ul style="list-style-type: none"> Experience of working as part of a team 6 months experience of paid employment in a care and/ or housing support role or Ability to demonstrate equivalent experience in informal or voluntary support / care work Knowledge of RQIA (Regulation & Quality Improvement Authority) 	Interview

Specialist Knowledge & Skills	<ul style="list-style-type: none"> • Willingness to undertake mandatory training. • Willingness to partake in personal development. • Ability to use initiative • Effective communication skills to meet the needs of the post in full • Caring & reliable 	<ul style="list-style-type: none"> • Knowledge of Learning Disability and associated conditions. 	Interview
Other Requirements post job offer	<ul style="list-style-type: none"> • Valid work permit • Access NI check • Able to fulfil the Occupational Health requirements for the post • Job References 		Work permit Valid documentation Occupational Health questionnaire 2 satisfactory references

Benefits

- Starting on 20 days annual leave pro rata plus Cedar recognizes 8 statutory days
- Organisation Pension available on completion of probationary period with Standard Life Group (Cedar contribution 4%, employee 4%)
- Occupational Sick Pay Scheme
- Investor in People Champion with commitment to development of the staff team through training and learning opportunities
- Staff recognition & reward incentives aligned to high standards of performance

**COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:
MONITORING OFFICER
THE CEDAR FOUNDATION
Malcolm Sinclair House
31 Ulsterville Avenue
BELFAST, BT9 7AS**

This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet it's vision and best respond to the needs of disabled people accessing our services.

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER