

Human Resource Quality Manual 3	Issue Date: 17 th November 2011
Doc Code TCF/HR/F020	Issue 1 updated Feb 2020

JOB DESCRIPTION

Title of Post: Bank Support Workers – Living Options	Location: Supported Living Services in South Belfast – Ardkeen & Hillmount
Accountable to: Registered Manager through Team Leaders	
Purpose of the Job: The Support Worker is core in ensuring that The Cedar Foundation supported living scheme staff team provide quality support to each service user to meet the practical, personal, physical and emotional needs of individuals. Communication and personal interaction are a key feature of this role, our support worker will work alongside service users to achieve goals to enable them to continue living independently in the community.	
Salary/Hourly Rate: £9.05 per hour	Hours of Work: Casual, as and when required
Closing Date: 7 th March 2021	Length of Contract: Bank

ARDKEEN – Ardkeen consists of 10 fully adapted apartments, designed to facilitate Supported Living for tenants with high support needs, under the one roof. The tenant group includes people with physical disability, brain injury and sensory impairment. It combines housing with care and technology to increase independence and enhance quality of life. Tenants can utilise elements of assistive technology to support daily living. Ardkeen is located just off the Lisburn Road in Belfast and close to local amenities such as; shops, restaurants, parks and health centres. The team consists of 4-5 staff on daily to provide the service users support with their daily needs.

HILLMOUNT – Hillmount consists of 7 flats, and a cul-de-sac of 5 bungalows all of which incorporate elements of SMART technology. All service users have physical and sensory disabilities and /or brain injury with associated needs. The team consists of 3-5 staff on daily to provide the service users support with their daily needs.

Bank Support Worker Key Duties & Responsibilities:

Service Users

- Ensure that all work within the scheme is service user focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
- Orientate new service users to the supported living scheme and the local community, including introduction to neighbours as appropriate.
- Deliver individual programmes of support, for example, social and domestic guidance, personal hygiene and community living skills designed to enhance and maximise the capabilities and independence of the service users.

- Assist senior staff with assessment of service users' needs.
- Report any changes in, or concerns about, individual service users to their line manager.
- Participate in monitoring and reviewing individual service user's skills and needs.
- As part of the team, the Support Worker will establish goals with the service users on an individual basis to ensure the effective utilisation of the service user's resources.
- Participate in supporting the physical and personal needs of service users.
- When applicable, will ensure that medication is held, stored and administered in accordance with The Cedar Foundation's Medication Policy.
- Will ensure service users' opinions and suggestions are listened to and their personal problems dealt with in a sensitive manner.

Administration

- Ensure daily records of work carried out are maintained within Service User files and maintain all other records as required.
- Take responsibility for receiving and receipting all service user monies and monitoring petty cash expenditure as applicable.
- Follow and practice Cedar Foundation's Policies and Procedures.

Accommodation / Health and Safety

- Comply The Cedar Foundation's Health and Safety Policy.
- Conduct all activities in a manner which is safe to themselves and others.
- Report the need for repairs or maintenance in the accommodation to the appropriate agency/individual.
- Participate in cleaning as required to ensure agreed standards are maintained.
- Night security checks in conjunction with service users and during the span of their working hours.

General

- Carry out other duties appropriate with the post.
- Contributing to maintenance of all records required by The Cedar Foundation and as outlined in statutory regulations.
- Food preparation as required.
- Willingness to undertake mandatory training.
- Ability to work as part of a team.

- Committed to ensuring the provision of high quality person centred services.
- Awareness of importance of promoting social inclusion for service users
- Understand the relevance of empowering people and promoting independence
- Appreciates the importance of respecting others and delivering excellent services
- Committed to and be able to demonstrate how you achieve results

Night Work

- Night security checks
- Some light cleaning duties
- Maintenance of records

Benefits

- Annual leave based on 20 days statutory entitlement, plus 8 bank holidays – based on accrual, paid in arrears per quarter
- Statutory sick Pay, if applicable.
- Cedar offer an enhanced Auto enrolment into pension scheme, if applicable (employee 5% & employer 4%).
- Investor in People Champion with commitment to development of the staff team through training and learning opportunities.

This Job Description is a general outline of the post as it is currently perceived by The 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 its vision and best respond to the needs of disabled people accessing our services.

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER

Person Specification

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 the required 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.

Criteria	Essential	Desirable	Evidenced By:
Education/Training/Qualifications	Numeracy & literacy (English language) skills.	NVQ level II in Health & Social Care or equivalent Math and English GCSE's at Grade C or above (or equivalent).	Application form and Interview
Experience	Demonstrable evidence of 6 months experience of providing physical care / support for individuals.	<ul style="list-style-type: none"> Experience of working as part of a team. Experience of person centred support planning. 6 months experience of full time hours in a care and/ or housing support role 	Application from and Interview
Specialist Knowledge & Skills	<ul style="list-style-type: none"> Able to work as part of a team. Committed to ensuring the provision of high quality person centred services. Be aware of the importance of promoting social inclusion for service users Understand the relevance of empowering people and promoting independence Appreciates the importance of respecting others and delivering excellent services 	<ul style="list-style-type: none"> Knowledge of Acquired Brain Injury and rehabilitation and/or knowledge of learning /physical disabilities and associated mental health issues. Knowledge of 'Supporting People' and RQIA (Regulation & Quality Improvement Authority) 	Interview
Circumstances	Available to work on a shift based pattern, as and when required		Interview
Other Requirements before commencing employment	<ul style="list-style-type: none"> Applicants must hold a Valid work permit Successful applicants will be required to go through an enhanced Access NI check Two satisfactory references will be required prior to commencement of employment, one from current employer in a managerial role Able to fulfil the Occupational Health requirements for the post 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. (Payment of NISCC registration fee will be reimbursed by Cedar) 		

