

Human Resource Quality Manual 3	Issue Date: 26 th August 2021
Doc Code TCF/HR/F020	Issue 1



JOB DESCRIPTION

Job Title	Location
Bank Support Worker	Supported Living Services – Belfast Living Options, 151 Glen Road, Belfast, BT11 8BS
Accountable to	
Team Leaders and Service Management Team	
Purpose of the Job	
<p><i>If you are passionate about making a difference to the lives of others and caring for people who have a learning disability and associated complex needs we would love to meet you!</i></p> <p>The role of Bank Support Worker requires a team approach at all times with effective working relationships for the benefit of the service user. Bank Support Workers assist service users with activities of daily living and facilitate inclusion of service users in a broad range of activities. This is all done in accordance with the service users individual personal care and support needs.</p>	
Salary/ Hourly Rate	Hours of Work
£9.29 per hour (under review)	<p>Casual working, as and when required</p> <p>Flexibility is required to ensure the needs of the service are met. Bank Support Workers must be prepared to work unsociable hours and on public holidays.</p>
Closing Date	Length of Contract
10 th December 2021	Casual

Our Benefits
<ul style="list-style-type: none"> • 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 accredited organisation with commitment to development of the staff team through training and learning opportunities.

Our Vision, Mission and Values
<p>Our Vision is an inclusive society for all.</p>

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Our Mission is to support individuals and families living with disability, autism and brain injury to live the lives they choose.

Our Values are Collaboration, Equality, Dignity, Achievement, Resilience.

Key Duties and 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, the Support Worker 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.

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Accommodation / Health and Safety

- Comply with 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 hygienic standards are maintained.
- Complete 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.
- Work within the rota system in order to meet the needs of the service users, the service and statutory regulations. Available to work evenings and weekends as required
- 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.
- Willingness to partake in personal development.
- 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

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.

This recruitment campaign will retain a reserve list for similar posts including fixed term, permanent, full time and part time.

The Cedar Foundation is an Equal Opportunity Employer.

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PERSONAL 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.

Essential Criteria		
	Criteria	Assessment
1.	Good literacy and numeracy skills	Application Form/ Interview
2.	Interest in working with people in a care environment	Application Form/ Interview

Values Competency		
	Criteria	Assessment
1.	Collaborative working and the ability to work in a team to deliver our vision and strategic aims	Interview / Probationary
2.	Commitment to building a community that recognises Equality and Diversity	Interview / Probationary
3.	Ability to support service users to Achieve their full potential	Interview / Probationary
4.	Committed to ensuring the provision of high quality person centered services.	Interview / Probationary
5.	Demonstrating Resilience to meet the objectives of the job	Interview/ Probationary

Conditions of Employment		
	Requirement	Assessment
1.	The right to work in the UK.	Provide original right to work documentation
2.	Provide 2 satisfactory references, one being from the most recent employer.	Give the name and contact details of relevant referees and contact the referees to inform them that they will be contacted by us.
3.	Successful applicants will be required to go through an enhanced Access NI check.	Access NI Check
4.	Registration with the Northern Ireland Social Care Council (NISCC) within 6 months of employment. <i>(Payment of NISCC registration fee will be reimbursed by Cedar)</i>	NISCC membership number submission and check.

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER