

JOB DESCRIPTION

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| **Job Title** | **Location** |
|  Bank Support Workers | Supported Living Services - Ardkeen/Hillmount(86 Malborough Park North, Belfast & 104 Finaghy Road South, Belfast) |
| **Accountable to** |
| Team Leader and Service Management Team |
| **Purpose of the Job** |
| ***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!***The role of Bank Support Worker requires a team approach at all times with effective working relationships for the benefit of the service user. 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. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| £9.79 per hour | **Bank Hours** |
| **Closing Date** | **Length of Contract** |
| 03 July 2022 | Bank Support Worker - Bank |

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| **Our Benefits**  |
| **We are currently offering a Welcome Bonus totalling £1000: The bonus will be £250 on successful completion of 3 months’ service, a further £250 on successful completion of 6 months’ service & a further £500 paid on first anniversary totalling £1000. T&C’s apply*** Annual leave based on 28 days (inclusive of public and statutory holidays), based on accrual, paid in arrears per quarter.
* Statutory Sick Pay, if applicable.
* Auto enrolment into pension scheme, if applicable.
* Investor in People Platinum organisation with commitment to development of the staff team through training and learning opportunities.
* Free parking.
* Tea & coffee available.
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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose.**Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **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 Bank Support Worker will ensure that medication is held, stored and administered in accordance with The Cedar Foundation’s Medication Policy.
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* Will ensure service users’ opinions and suggestions are listened to and their personal problems dealt

within 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 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 statu- tory 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.*

# 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.*

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| **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 |

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| **Values Competency** |
| **Criteria** | **Assessment** |
| 1. | **Collaborative** working and the ability to work in a team to deliver ourvision 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 centeredservices. | Interview / Probationary |
| 5. | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **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. |

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| 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.*(Payment of NISCC registration fee will be reimbursed by Cedar)* | NISCC membership number submission and check. |

**THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**