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**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Care Assistant –(**Days + Nights**)– Living Options | Twisel Lodge, Holywood 19A Church Avenue, Holywood, BT18 9BJ |
| **Accountable To** | |
| Accountable to Manager through Team Leaders. | |
| **The Service** | |
| ***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!***  Twisel Lodge in Holywood Co. Down, is a residential home, registered with RQIA to provide services for 8 adults who have Learning Disabilities and associated complex needs.  For most of our residents Twisel Lodge is their home however as part of the eight-person service, we also provide a ‘respite’ facility through which adults with learning disabilities can come and stay with us for a break. This service provides an opportunity for the main carers to get a break from caring duties and enables them to refresh and to be able to continue their caring role. | |
| **Purpose of the Job** | |
| As part of the caring team, you will help create and maintain a caring and safe environment where the personal care and social needs of the residents are fulfilled. | |
| **Salary/ Hourly Rate** | **Hours of Work** |
| £10.42 per hour  £11.81 additional hours rate | 36hrs per week  Day shift - (8am-8pm)  Night shift – (8pm – 8am)  Shifts are on a rotational basis and are typically 3x12 hrs with one full weekend off in three. Shift pattern can be discussed further at interview stage.  \**Flexibility is required to work within the rota system in order to meet the needs of the residents, the service and statutory regulation and availability to work evenings and weekends as required.* |
| **Closing Date** | **Length of Contract** |
| 1st October 2023 at 10am | Permanent |

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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.***   * 1 full weekend off in 3 * Refer a Friend Scheme- £250 if the candidate successfully remains in post for a minimum of 6 months. * Annual Leave 5.6 weeks in each leave year (inclusive of public and bank holidays). This increases with length of service, up to 33 days per year. * Paid breaks * Free tea and coffee * Recognition & Reward scheme available to all staff in the course of their work * Paid annual NISCC registration fees * Investor in People Champion with commitment to development of employees through paid training and learning opportunities, including RQF Level 3 diploma. * Enhanced rate of pay for working on bank holidays * Auto-enrolment pension scheme, 5% employee contribution and 4% employer contribution * Occupational Sick Pay (2 weeks full pay, 2 weeks half pay after 6 months service) * Employee Assistance Programme including access to 24/7 Doctors support * Health Cashback Scheme * Special offers at over 600 leading high street and online retailers |

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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** |
| **Customer**   * 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 residential 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 Care Assistant 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 Care Assistant 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.   **Financial**   * Ensure daily records of work carried out are maintained within Service User files and maintain all other records as required. * Take responsibility for receiving all Service User monies and monitoring petty cash expenditure as applicable. * Follow and practice Cedar Foundation’s Policies and Procedures.   **Internal Processes**   * 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.   **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.  1. Willingness to partake in personal development. 2. Ability to work as part of a team. 3. Committed to ensuring the provision of high quality person centred services. 4. Awareness of importance of promoting social inclusion for Service Users. 5. Understand the relevance of empowering people and promoting independence. 6. Appreciates the importance of respecting others and delivering excellent services. 7. 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.*

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| **Essential Criteria** | | | | |
| **Criteria** | | | **Assessment** | |
| 1. | An interest in working with people in a caring and supportive role | | Application form/Interview | |
| 2. | Effective Numeracy & Literacy skills. | | Application Form/Interview | |
| 3. | Awareness of the needs of people with learning and physical disabilities | | 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 centred 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 referees in the application form | |
| 3. | Successful applicants will be required to go through an enhanced Access NI check. | Access NI Check | |
| 4. | NISCC registered or willing to register within 6 months of commencing employment and maintain registration throughout the duration of employment.  *(Payment of NISCC registration fee will be reimbursed by Cedar)* | If you have worked in the care sector previously you must provide evidence of NISCC registration relevant to role. If your registration has lapsed you must renew before or on your first day of induction.  Or  If you are new to the care sector you must register with NISCC within 6 months of your start date. | |
| 5. | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required. | |

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