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**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Bank Support Worker | Croft Communities – Supported Living Service  71 Bloomfield Rd, Bangor BT20 4UR |
| **Accountable to** | |
| Registered Manager through Deputy Manager and Team Leaders. | |
| **Purpose of the Job** | |
| Croft Communities provide Supported Living support to adults with learning disabilities. The Support Worker is part of the Croft Communities team and the main purpose of their role is to provide care and support to service users with a learning disability to enable them to live happy and fulfilled lives reaching their full potential within their local community.  The Bank Support Worker would assist service users with activities of daily living and facilitate inclusion of service users in a broad range of activities.  The role requires participation in the delivery of person-centred care, including personal care and promotion of a team approach at all times with positive and constructive working relationships for the benefit of the service user.  Bank Support Workers are required to work flexibly and be available to work unsocial hours and public holidays on a rotational basis. | |
| **Salary/ Hourly Rate** | **Hours of Work** |
| £11.63 per hour | Casual, as and when required  Flexibility is required to ensure the needs of the service are met. Support Workers must be available to work unsociable hours and on public holidays on a rotational basis. Working patterns can be discussed. |
| **Closing Date** | **Length of Contract** |
| **7th August 2024 at 10am** | Casual |

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| **Our Benefits** |
| * Annual leave based on 5.6 weeks (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 tea & coffee available. * Free parking. |

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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**   * Get to know service users, their needs and interests. * To assist and encourage service users to make decisions based upon informed choice, recognising their responsibilities. * Assist service users with personal care and support tasks, such as washing, dressing, eating and using the toilet whilst maximising their independence as required per site. * To support and assist service users with practical household tasks including cooking, shopping, housework and budgeting. * Support and encourage service users to enable them to participate in activities of choice. * Implement social and recreational programmes. * Work with colleagues and other health and social care professionals to provide individual care plans. * Observe, monitor and record service user’s physical and emotional well-being and promptly report any changes to the Team Leader. * Be fully involved with statutory multidisciplinary teams and assist with assessment and review of service users’ needs * Assist in the safe moving and handling, transferring and repositioning of service users if required. * Promote and support relationships which enable individuals to integrate into the life of the local community. * Organise and support social and recreational activities for service users within their own home. * Assisting service users’ to establish, maintain and retain relationships with families, carers and significant others * To accompany service users to medical appointments as required. * To support service users with nutritional needs as per care plan i.e. following SALT recommendations. * To administer prescribed medication in accordance with Croft Communities Medication Procedure. * Record and report any Adverse Incidents/Accidents and potential or actual safeguarding concerns immediately to Team Leader/Registered Manager * Encourage service users’ opinions and suggestions to be listened to and their personal matters dealt with in a sensitive manner * Take responsibility for receiving and receipting all service user monies and monitoring petty cash expenditure. * To undertake driving duties as and when required which will enable the service users to attend their chosen work placements/day care and recreational activities. * To work in partnership with staff within Croft Communities and external agencies to ensure delivery of a holistic service. * To provide support to service users on a rota basis which will include on call support i.e. sleep-in duties and night awake as required.   **Administrative Tasks**   * Ensure daily records of care provided are maintained within service user files and maintain all other records as required. * Ensure effective communication systems are maintained and utilise current electronic recording system (iPlanit). * Report any changes in, or concerns about, individual service users to Team Leader/Registered Manager. * Have responsibility for the accuracy, security and confidentiality of service user records * Ensure unusual, complex or difficult situations are addressed and reported, referring to a team leader or Registered Manager at all times * To follow Croft Communities Service User Finance Policy and Procedure at all times * Support individual service user’s to manage their finances as per their finance plan * Take responsibility for receiving and receipting all service user monies * Take responsibility for receiving and receipting any allocated petty cash expenditure * Understand and have an awareness of all Croft Communities Policies and Procedures and work within these. * To attend meetings as required e.g. staff meetings, service user reviews, etc. * To participate in all internal and external training opportunities as required. * To participate in individual/group coaching and development as per Croft Communities policy and procedure.   **Health and Safety**   * Be involved in the support of new or less experienced staff undertaking similar duties. Providing guidance in accordance with Croft Communities Policies and Procedures * Be aware of and act in accordance with Croft Communities Health and Safety Policy * Conduct all activities in a manner which is safe to themselves and others * Report the repairs or maintenance concerns or issues in the accommodation to the appropriate individual * Participate in cleaning tasks to ensure standards are maintained. * Complete security checks in conjunction with service users and during the span of their working hours   **General**   * To undertake all mandatory training as required. * Take part in personal development as agreed through line manager and personal development plans * Carry out other duties appropriate with the post * To adhere to the Northern Ireland Social Care Standards of Conduct and Practice as well as meeting minimum standards of the Regulation Quality and Improvement Authority. * To work within statutory and organisational Policies and Procedures. * To carry out all duties and responsibilities in a respectful manner. * Successful Registration with N. Ireland Social Care Council within 6 months of employment and with a commitment to retain and maintain registration throughout the duration of employment. |

*This Job Description is a general outline of the post as it is currently perceived by Croft Communities. 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 Croft Communities 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. | Effective verbal and written communication to include numeracy skills. | Application Form/ Interview |
| 2. | Interest in working with people in a care environment. | Application Form/ Interview |
| 3. | Awareness of the needs of people with learning and physical disabilities. | Application Form/ Interview |

Please note – The Cedar Foundation does not offer Sponsorship

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| **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 |

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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. |
| 3. | Successful applicants will be required to go through an enhanced Access NI check. | Apply for an Access NI check online when requested to and provide the relevant ID without delay. |
| 4. | NISCC registered or willing to register within 6 months of commencing employment and maintain registration throughout the duration of employment. | 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 Health Declaration, if appropriate you may be referred for an Occupational Health Assessment |

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