

Doc Title: Job Description LO	Issue Date: 26/08/2021
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JOB DESCRIPTION

Job Title	Location
Bank Support Worker	Supported Living Services -Belfast Living Options Mourneview Court 151 Glen Road, Belfast, BT11 8BS
Accountable to	
Registered Manager through Deputy Manager and Team Leaders	
The Service	
West Belfast Living Options provides supported living accommodation for adults over the age of 18 with a Learning Disability, complex needs and/or Autism. There are a range of sites including bungalows and apartments across West Belfast. The support provided ranges from 1hr to 24 hrs per day. The support and guidance includes all daily living tasks, personal care and support, leisure, social skills and household management.	
Purpose of the Job	
<p>The role of Support Worker always requires a team approach with effective working relationships for the benefit of the service user. This includes:</p> <ul style="list-style-type: none"> Assist service users with activities of daily living and facilitate inclusion of service users in a broad range of activities. Support service users with identified personal care and support needs. Support Workers are required to work flexibly and be available to work unsociable hours and public holidays on a rotational basis 	
Salary/ Hourly Rate	Hours of Work
£11.63 per hour	<p>Bank as required</p> <p>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.</p>
Closing Date	Length of Contract
27 th November 2024 at 10:00 am	Bank

Our Benefits
<ul style="list-style-type: none"> 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 parking and tea & coffee available.

Our Vision, Mission and Values
Our Vision is an inclusive society for all.

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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

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 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 care, 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.

Financial

- Ensure daily records of work carried out re 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.

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.
- Complete the night security checks in conjunction with Service Users and during the span of their working hours.
- Night Support staff will monitor, supervise, and support service users in accordance with individual support plan agreements.

General

- Carry out other duties appropriate with the post.

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- Work within the rota system 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.

Reserve List will be held for this position for part time, full time vacancies

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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.

Please note – The Cedar Foundation does not offer Sponsorship

Essential Criteria		
	Criteria	Assessment
1.	Effective verbal and written communication to include numeracy skills.	Application/interview
2.	Interest in working with people in a care environment.	Application/interview
3.	Awareness of the needs of people with learning and physical disabilities	Application/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 relevant referees and contact the referees to inform them that they will be contacted by us.
3.	NISCC registered or willing to register within 6 months of commencing employment and maintain registration throughout the duration of employment.	<p>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.</p> <p>Or</p> <p>If you are new to the care sector you must register with NISCC within 6 months of your start date.</p>

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4.	A satisfactory Enhanced Access NI Check	Apply for an Access NI check online and provide the relevant ID without delay.
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