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**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Support Assistant (Days & Nights)  (Part time & Full time) | Johnston Way, Ballymacoss House, 1 Johnston Way, Lisburn, BT28 2XE |
| **Accountable To** | |
| Registered Manager, through Team Leaders and Deputy Manager | |
| **The Service** | |
| Johnston Way is an Intensive Support Service in North Lisburn which provides a person-centred approach to service users with learning disabilities, autism, and complex needs.  We work in partnership with Woven Housing Association and South Eastern Health and Social Care Trust to provide support to individuals living in their own home.  Johnston Way consists of two bungalows designed to accommodate eight individuals. Each consists of communal living areas, kitchen areas and en suite bedrooms. There is also an enclosed garden area.  The Service operates under the Positive Behaviour Support (PBS) Framework and provides care and support on a 24 hour basis. | |
| **Purpose of the Job** | |
| The role of Support Assistant requires a team approach at all times with effective working relationships for the benefit of the service user.   * To assist service users with activities of daily living and facilitate inclusion of service users in a broad range of activities. * To support service users with identified personal care and support needs.   Support Assistants 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** |
| £13.15 per hour | 12 hour, 18 hour, 24 hour & 36 hour contracts available    Working Pattern: 7 day cover – morning/evening/nights/weekends  Support Assistants are required to work flexibly over 7 days and be available to work unsociable hours and public holidays on a rotational basis*.* |
| **Closing Date** | **Length of Contract** |
| **Monday, 26th May 2025 at 10:00 am** | Permanent |

**We are currently offering a Welcome Bonus up to £250 (pro rata): The bonus will be £100 on successful completion of 6 months’ service and a further £150 on the first anniversary totalling £250.**

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| **Our Benefits** |
| * Annual Leave 5.6 weeks in each leave year pro rata (including public holidays). This increases with length of service to 6.6 weeks pro-rata after 5 years’ service and 7 weeks pro-rata after 10 years’ service. * Paid breaks. * Free tea and coffee. * Recognition & Reward scheme available to all staff in the course of their work. * Paid annual NISCC registration fees. * Discounts at over 600 online and high street stores and restaurants. * Investor in People accredited organisation with commitment to development of employees through paid training and learning opportunities, including QCF Level 3. * 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. * The successful candidate will be supported and trained in CPI Intervention. * Cycle to work scheme. |

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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 is service user focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice. * Enable new service users to orientate to their home and the local community, including introduction to neighbours as appropriate. * Assist with assessment of service users’ needs. * Participate in supporting the physical and personal needs of service users * Establish goals with the service users on an individual basis to maximise their independent living potential. * Deliver individual programmes of support including social and domestic guidance, personal hygiene and community living skills. * Participate in monitoring and reviewing individual service user’s skills and needs. * When applicable, ensure that medication is stored and administered in accordance with The Cedar Foundation’s Medication Policy. * Encourage service users’ opinions and suggestions to be listened to and their personal problems dealt with in a sensitive manner.   **Internal Processes**   * Complete daily administration including updating person centred support & care plans, updating proformas and completing accurate daily notes. * Report any changes in, or concerns about, individual service users to their line 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 senior colleague at all times. * Take responsibility for receiving and receipting all service user monies and monitoring petty cash expenditure as applicable. * Understand and have an awareness of all Cedar Foundation’s Policies and Procedures and will work within these. * Work in a way that meets the statutory requirements of employees under Health and Safety at Work. * Report the need for repairs or maintenance in the accommodation to the appropriate agency / individual. * Participate in cleaning as required to ensure agreed standards are maintained. * Complete night security checks in conjunction with service users and during the span of their working hours.   **General**   * To undertake and maintain mandatory training including CPI Safety Intervention . * Enthusiasm to take part in personal development. * The Support Assistant will carry out other duties appropriate with the post. * Work within Cedar Quality Management System guidance, policy and procedure. * Adhere to the NISCC Codes of Practice and Cedar staff handbook. * At all times work within current legislation. * Engage positively with Cedar’s supervision and appraisal processes. * Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements. * Work closely with other members of the team for the ultimate benefit of the people receiving services. * Work flexibility on a Rota system including evenings, weekends and overnights. * Promote the Organisation in a positive manner at all times. |

*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.*

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***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**

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| **Essential Criteria** | | |
| **Criteria** | | **Assessment** |
| 1. | A minimum of 6 months caring experience (paid employment or personal caring responsibilities). | Application / Interview |
| 2. | Effective verbal and written communication to include numeracy skills. | Application / Interview |
| 3. | Working knowledge of the needs of people with learning disabilities. | Application / Interview |
| 4. | Demonstratable understanding and knowledge on behaviours that challenge. | Application / Interview |

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| **Desirable Criteria** | | |
| **Criteria** | | **Assessment** |
| 1. | Health & Social Care or equivalent qualification. | Application / Pre-employment checks |

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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 centred 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 inform them that they will be contacted by us. |
| 3. | NISCC registered or willing to register within 6 months of commencing 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. |
| 4. | Enhanced Access NI check. | Apply for an Access NI check online when requested without delay. |
| 5. | Ability to undertake and maintain CPI Safety Intervention Training . | Attend CPI Safety Intervention training and complete successfully. |
| 6. | Able to fulfil the Occupational Health requirements for the post. | Complete and return the Health Declaration, if appropriate you may be referred for an Occupational Health Assessment |
| 7. | Work on a rota basis to include evenings & weekends and public holidays |  |

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