

Human Resource Quality Manual 3	Issue Date: 26 th August 2021
Doc Code TCF/HR/F020	Issue 1



JOB DESCRIPTION

Job Title	Location
Support Worker	Meadowvale Court – 195 Hillsborough Old Road, Lisburn BT27 5WQ
Accountable to	
Registered Manager	
Purpose of the Job	
<p><i>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!</i></p> <p>Supported Living Services - The Cedar Foundation's Supported Living Service provides innovative living solutions to people with different levels of housing support and care needs.</p> <p>Meadowvale– Meadowvale Court consists of 13 single occupancy, fully adapted apartments, designed to facilitate Supported Living for tenants with high support needs, under one roof. The tenant group includes adults with physical disability, brain injury or neurological disability. It combines housing with care and technology to increase independence and enhance quality of life. Tenants can utilise elements of assistive technology to support daily living. The extent of support and care provided is based on individual assessment of need. Personalised support services available include support with daily living activities, personal care, leisure and social skills and household management.</p> <p>The role requires Support Worker to apply a team approach to promote effective working partnerships for the benefit of the service user. Supporting 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.</p>	
Salary/ Hourly Rate	Hours of Work
£12.60	<p>30 hours per week</p> <p><i>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.</i></p>
Closing Date	Length of Contract
Friday May 23rd 2025 at 10:00 am	Permanent

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Our Benefits

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.

- Annual Leave 5.6 weeks days pro rata in each leave year (inclusive of statutory days). This increases with length of 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
- 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
- Health Cashback Scheme
- Special offers at over 600 leading high street and online retailers
- Cycle to work scheme

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 Collaboration, Equality, Dignity, Achievement, Resilience.

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 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.

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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 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.

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

Opportunity Choice Inclusion

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.

Essential Criteria		
	Criteria	Assessment
1.	A minimum of 6 months caring experience (paid employment or personal caring responsibilities)	Application Form/ Interview
2	Effective verbal and written communication to include numeracy skills.	Application Form/ Interview
3	Interest in working with people in a care environment.	Application Form/ Interview
4	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 centered services.	Interview / Probationary
5.	Demonstrating Resilience to meet the objectives of the job	Interview/ Probationary

Please note - At present The Cedar Foundation does not offer Sponsorship.

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.	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. <i>(Payment of NISCC registration fee will be reimbursed by Cedar)</i>	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