

## **CLARE-CIC**

### **Creative Local Action Responses & Engagement**

#### **Job Description: Community Wellbeing Support Worker**

**June 2025**

<b>Post:</b>	Community Wellbeing Support Worker
<b>Location:</b>	<b>Hybrid working in North Belfast.</b> The post will involve a combination of flexibly working in the office, working at home and safely working in the community in compliance with the Northern Ireland Health Protection Regulations and the day-to-day organisational needs.
<b>Salary:</b>	NJC Scale 4 (£25,584, p.a. pro-rata)
<b>Hours:</b>	30 hours with flexible working arrangements in place.  <b>Job share or secondments welcomed.</b>
<b>Holidays:</b>	25 days p.a. pro-rata (increases after 3 years) plus statutory holidays
<b>Reports to:</b>	Development Manager (Chief Officer)
<b>Accountable to:</b>	CLARE-CIC Board
<b>Probation Period:</b>	6 months
<b>Contracted:</b>	Until 31 <sup>st</sup> March 2026 with extension subject to funding

**This post is being partially funded through grant aid from the Belfast Charitable Society and Community Foundation Northern Ireland.**

#### **Purpose**

CLARE is a model of community early intervention that unites the assets and skills of community development approaches, health promotion and social work to deliver holistic interventions to isolated and frail older people. We work in partnership with services users, community, statutory and health services to address social isolation and loneliness, improve health and wellbeing and encourage people to utilize their abilities, skills and expertise. We empower people to shape and manage their own health, care and support through personalised 'living plans'.

## **Role**

The Community Wellbeing Support Worker will work in partnership with older people who require support to help them achieve the goals of their living plans by providing relationship based practical and emotional support that will increase wellbeing and reduce isolation and loneliness. Tasks may include arranging, driving and accompanying older people to health care appointments and social opportunities to promote wellbeing, and regular home visits. The Community Wellbeing Support Worker will work closely with the rest of the CLARE team, a wide range of appropriate statutory and voluntary organisations, and community assets to enable older people to remain independent, well connected and safe within their homes for as long as is reasonably possible.

## **Main Duties & Key Responsibilities**

### **Relationship Based Duties**

- Build person-centered relationships with older people based on trust, to help reduce the complex issues of loneliness, loss and depression contributing to isolation.
- Empower clients to identify, shape and manage their care and support through practical help including facilitating GP and hospital appointment.
- Work in partnership with service users to explore positive connections that will assist them to remain independent within their own homes and community.
- Work as part of the CLARE team, taking a flexible approach to helping with a broad range of practical supports, including driving and accompanying service users to social activities and medical appointments to connect to health and well-being supports.
- Work as part of the CLARE team to contribute to the planning and deliver of projects and activities that will benefit service users.
- Work in close partnership with the wide range of community groups to promote and establish strong local connections for older people.
- Make referrals, assist with appointment planning and liaise with health and social care staff to enable older people to experience and benefit from a more connected system of supports.
- Work closely with the CLARE team to ensure clients have access to and are connected to available support within their local communities.

### **Other**

- Keep up-to-date accurate records of contact and activity using the Clarity service user management system. Training will be provided.
- Assist with office-based administration tasks as and when required.
- Develop knowledge of Self-Directed Support and other relevant initiatives that may benefit service users.

- In conjunction with the manager identify, mitigate and manage risks and environmental considerations in relation to project delivery.
- Attend regular team meetings and provide progress reports in line with project delivery.
- Provide a caring, person-centered service and treat those with whom you come in contact with in a courteous and respectful manner promoting the core values and ethos of the project.
- Adhere to CLARE CIC Safeguarding policies and procedures.
- Maintain and develop knowledge and practice skills through supervision and training, linked to continuous professional development and registration.
- Undertake duties in a way that enhances and promotes the reputation and public profile of CLARE CIC maintaining high standards of personal accountability.
- Adhere to Equality and Good Relations duties throughout the course of their employment.

## Person Specification

### Community Wellbeing Support Worker

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience</b>	<p>1a. Hold 4 GCSEs / O levels including English and Maths grade C or above and have minimum of 1 years' experience engaging with older people within a community, voluntary or residential setting-paid or unpaid.</p> <p><b>Or</b></p> <p>1b. Hold NVQ level 2 Health and Social Care and have a minimum of 1 years' experience engaging with older people within a community, voluntary or residential setting-paid or unpaid.</p> <p><b>Or</b></p> <p>1c. Have two years paid experience working directly with older people in a community or residential support worker role.</p>	<ul style="list-style-type: none"> <li>• Experience of working with older people experiencing dementia.</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Local knowledge or experience of North Belfast</li> <li>• An understanding of the complex range of challenges experienced by older people and the importance of personalised support planning.</li> <li>• Practice based knowledge of how to assess and manage risk including the identification and response to adults at risk of harm.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good IT skills and an ability to be administratively self-sufficient.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Hold a current UK Driving Licence and have access to a car – this criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to organise alternative arrangements.</li> <li>• Ability to work flexibly and occasionally on weekends and evenings.</li> </ul>	

**NOTES:**

- If successful, you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland.
- Successful applicants must also provide appropriate information to enable an Access NI Disclosure at Enhanced level to be completed. CLARE adhere to the Access NI Code of Practice, available to view at: <https://www.nidirect.gov.uk/publications/accessni-code-practice>
- HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH CLARE. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE.
- By applying for the above-named post you are consenting in line with the General Data Protection Regulations to CLARE storing and sharing your data for the sole purpose of shortlisting, interviewing and appointing to the post.
- The closing date for submission of completed applications is 8.00pm Sunday 6<sup>th</sup> July 2025. Completed applications must be submitted to [recruitment@clare-.org](mailto:recruitment@clare-.org)
- CVs will neither be accepted or considered, and applications must be submitted using the relevant post application form.