

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Support Assistant (Days) | The Mews Supported Living143a Glen Road, Belfast BT11 8FU |
| **Accountable to** |
| Registered Manager through Deputy Manager |
| **The Service**  |
| The Mews is a Positive Behaviour Support Service (PBS) which consists of 12 single occupancy apartments located in West Belfast. The service provides a Person-Centred approach through supported living solutions to service users with Learning Disabilities, Autistic Spectrum Disorder and complex needs. The Service operates under the Positive Behaviour Support (PBS) Framework and provides 24hr care and support. |
| **Purpose of the Job** |
| The role of Support Assistant requires a team approach in delivering person-centred care with a focus on achieving positive outcomes for the service users. This includes:* Assisting with activities of daily living and facilitate inclusion in a broad range of activities.
* Follow and assist with identified personal care and support needs of service users.
* Completing and maintaining CPI Safety Intervention training and using the techniques, where appropriate.
* Adhering to the standards set by RQIA, Supporting People, HSCT and NISCC; as well as Adult Safeguarding protocols.
* Embracing the values of The Cedar Foundation, as well as demonstrating enthusiasm for the role.

The ideal candidate will be confident, calm and compassionate, who can provide meaningful support in times of crisis and within a challenging environment.  |
| **Salary/ Hourly Rate** | **Hours of Work** |
| Days: £15.05 per hour  | Full Time Hours are 37.5 hours per week (3 X 12.5 hrs shift) over 3 days |
| **Closing Date** | **Length of Contract** |
| **Tuesday, 1st July 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 days pro rata in each leave year (inclusive of statutory days). This increases to 6.6 weeks after 5 years’ service and 7 weeks after 10 years’ service.
* Paid breaks.
* Free car parking as well as tea and coffee.
* 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 statutory days.
* 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).
* Cycle to work scheme.
* Employee Assistance Programme including access to 24/7 Doctors support.
* Health Cashback Scheme.
* Special offers at over 600 leading high street and online retailers.
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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** **Person- Centred Service Delivery*** Ensure that all care and support is service user focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
* Enable new service users’ to be inducted into their home and the local community, including introduction to neighbours as appropriate.
* Assisting service users to establish, maintain and retain relationships with families, carers and significant others.
* Support Service Users with recreational/social/ educations needs and wishes.
* Be fully involved with statutory multidisciplinary teams and assist with assessment and review of service users’ needs.
* Participate in supporting the physical and personal needs of service users. Including personal care, nutritional and dietary needs which includes support with the purchasing, preparation of meals, arranging and facilitating attendance at medical appointments.
* 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.
* Participate in monitoring, reviewing and supporting individual service users’ skills and needs.
* When applicable, ensure that medication is stored and administered in accordance with The Cedar Foundation’s Medication Policy.
* Follow individual Positive Behaviour Support Plans and reporting any changes or events which may impact on the care and support being provided.
* Report and manage all incidents in line with CPI SAFETY INVENTION and PBS guidelines.
* Record and report any Adverse Incidents/Accidents and potential or actual safeguarding concerns immediately.
* Encourage service users’ opinions and suggestions to be listened to and their personal matters dealt with in a sensitive manner.

**Financial*** To follow the Cedar Foundation Service User Finance Policy and Procedure at all times.
* Support individual service users 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.

**Internal Processes*** Complete daily administration including updating person care and support 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 team leader, Deputy Manager or Registered Manager at all times.
* Understand and have an awareness of all Cedar Foundation’s Policies and Procedures and work within these.
* Be involved in the support of new or less experienced staff undertaking similar duties. Providing guidance in accordance with Cedar’s Policies and Procedures.
* Be aware of and act in accordance with The Cedar Foundation’s 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 agency/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 including CPI Safety Intervention.
* Take part in personal development as agreed through line manager and personal development plans
* Carry out other duties appropriate with the post.
* Successful Registration with Northern Ireland Social Care Council within 6 months of employment and with a commitment to retain and maintain registration throughout the duration of employment.
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*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 – At present the Cedar Foundation does not offer sponsorship***

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | Demonstrable evidence of 1 years’ experience of providing care / support (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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| **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 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.  | 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.OrIf you are new to the care sector you must register with NISCC within 6 months of your start date. |
| 4.  | A satisfactory Enhanced Access NI Check  | Complete an online Enhanced Access NI application, when requested. |
| 5. | Ability to undertake and maintain CPI Safety Intervention Training. | Successfully complete and maintain CPI Safety Intervention Training |
| 6. | 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**