****

**Post of**

**Support Worker**

(Sessional)

**Job Specification & Job Description**

**Including Eligibility Criteria and Appointment Notes**

**Job Ref: SW09.16**

Enable, 162 Portadown Road, Richhill, Co. Armagh, BT61 9LJ

⏺ Tel: (028) 38872111 ⏺ Fax: (028) 38872040

⏺ Email: info@enableni.com

“‘Registered with The Charity Commission for Northern Ireland, NIC101118’;

Company Limited by Guarantee, No: NI62968”

**JOB SPECIFICATION –** **Support Worker - Job Ref SW09.16**

**Location – Richhill (throughout Southern Area)**

**1.0 INTRODUCTION**

* 1. Completed application forms must clearly demonstrate the qualifications, experience and skills sought, and must be returned to ENABLE before 4pm 11th August 2017
	2. CV’s or other supplementary material will not be accepted in place of, or in addition to, completed application forms.
	3. **It is anticipated that interviews will be held on w/c 14th August 2017**

**2.0 BACKGROUND**

2.1 Enable is a voluntary organisation that works to provide a range of support services for people with learning/ intellectual disabilities, physical disabilities, sensory disabilities and autism throughout the Southern Trust area of Northern Ireland; which includes Armagh, Banbridge, Craigavon, Dungannon, Newry and Mourne.

Enable prides itself in delivering high quality person centered services. We provide the necessary support for individualities to engage in meaningful opportunities.

Enable believes that everyone is an individual and has the right to have an active role within their local community, develop friendships and have their voices heard; At the same time, we recognise the need to provide regular and consistent breaks from caring for parents and carers.

We currently support more than 300 children and adults with a disability and their families.

We deliver our projects and services almost entirely with support of volunteers who spend their time facilitating young people and adults, who due to their disability are unable to access day-to-day activities that many people take for granted.

A 10-member Executive Committee oversees the management of the Organisation.

**3.0 LOCATION**

The successful candidate should expect to work from the central administrative offices in Richhill (throughout Southern Area)

**4.0 DUTIES AND RESPONSIBILITIES**

4.1 The sessional support worker will be responsible to the Project Worker/ Co-ordinator for facilitating all aspects of practical support and/or personal care for the specific project as identified by the project Co-ordinator. The worker will be expected to promote participation, partnership, initiative and independence amongst project participants and volunteers. This work will take place at various times, including evenings and weekends. This post would only suit an individual who is highly motivated and can work on his/her own initiative as lone working will form part of this role.

4.2. Applicants must be able to demonstrate the ability to with all the duties and responsibilities identified in the Job Description.

4.3 **PURPOSE OF THE JOB**

Working with the individual, the role of a Sessional Support Worker is to provide the necessary practical support and/or personal care to a person with a learning / physical disability. The tasks will reflect the assessed need of the individual and will enable him/her to participate in community provision and maintain as much independence as possible. As such, the flexibility to provide the necessary support will be a vital part of the post holder’s role.

4.4 **JOB DESCRIPTION - KEY RESPONSIBILITIES**

The Sessional Support Worker will:

1. To accompany people with a learning disability on various projects, programmes and activities, offering appropriate supervision.

2. To provide personal care where appropriate. This could include assistance with toileting, bathing/washing, care of hair, nails, skin and mouth, dressing and undressing, feeding and drinking.

3. The provision of the necessary advice/instructions to carers as appropriate.

4. Reports any changes in a service user’s circumstances or condition, as

well as all untoward incidents/accidents to an appropriate senior member

of staff in accordance with Enable’s procedures.

5. To Treat all participants with appropriate respect and courtesy and

regard all matters relating to the individual and his/her circumstances as strictly confidential.

6. To maintain effective relationships with the participant and all appropriate members of staff involved with the individual’s care.

7. To participate in all Enable’s training as identified and required.

General

* To ensure all duties and responsibilities are carried out in a manner consistent with Enable’s policies and procedures and in a way, that will enhance the organisation’s reputation.
* To carry out all duties and responsibilities in compliance with Health and Safety policies, quality and statutory regulations
* To work flexibly to meet the needs of the project participants including evening and weekend working, and as directed by the Project Director.
* Any other relevant duties where required.

The above duties and responsibilities cannot totally encompass all tasks, which may be required of the post-holder. They may therefore vary from time to time without changing the post or level of responsibility; this is reflected in the salary level.

**5.0 PERSONNEL SPECIFICATION**

**5.1 Eligibility Criteria**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **E or D \*** | **S or I \*\*** |
| **Experience/Qualifications/Knowledge** |
| 1 years’ experience in working with marginalised groups in a health and social care environment or community and voluntary sector organisation. | **E** | **S & I** |
| Experience and knowledge of the issues affecting people with a disability and their carers | **D** | **S & I** |
| **Skills and Abilities** |  |  |
| Have the ability to undertake a range of personal and practical care tasks in accordance with the established support plan. | **E** | **S&I** |
| Ability to work effectively in a lone worker capacity and as a team member. Have good communication skills  | **E** | **S&I** |
| **Requirements: Personal Qualities/Circumstances** |  |  |
| Committed to promoting equality of opportunity, partcilarly sensitive to the needs of people with disabilities and their carers/relatives. | **E** | **I** |
| Acts with honesty and integrity | **E** | **S&I** |
| Be self-motivated, reliable and committed | **E** | **S&I** |
| Ability to work flexible, unsociable hours including evenings, weekends and on-call hours and to travel throughout the Southern Trust area at times demanded by the job. | **E** | **S&I** |
| \*\*\*Access to a car or access to an alternative form of transport to meet the travel requirements of the job. | **E** | **S&I** |
| The successful candidate will be required to undergo an enhanced check via the Access (NI) Service before commencement of employment. | **E** | **I** |
| **\*E =** essential criteria **D =** desirable criteria**\*\*S** = shortlisting criteria **I** = interview criteria**\*\*\* =** Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence. |

**5.2 Short listing Criteria**

Short listing will be carried out in respect of the Essential Criteria but in the case of a large number of applicants we reserve the right to enhance the short-listing criteria to include the Desirable attributes.

**Please Note:**

**Only those applicants, who appear, from the available information as provided in a returned application form, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in the application form how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained. Applications that do not provide the necessary detailed information in relation to each of the stated criteria will be rejected.**

**6.0 APPOINTMENT NOTES**

6.1 **The above post is available on a sessional basis – As and when required. It is anticipated that this will encompass as mixture of hours, both during the day, at evenings, and at weekends.** Theappointment will be to ENABLE NI. All appointments are subject to the satisfactory completion of a 6-month probationary period.

6.2 The successful candidate will start at the hourly rate of **£7.98** per hour.

6.3 In addition to the usual public and privilege holidays, there will be an annual leave allowance of 25 days (pro rata).

6.4 The working hours will be specified in advance and appointees may be required to work variable hours, which will mean working into late evenings, at weekends or on Public Holidays.

6.5 This is no pension provision with this post.

6.6 The successful candidate will be given suitable training, including on-the-job training and formal specialised courses as necessary.

**7.0 GENERAL INFORMATION**

7.1 Enable is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether they have dependents. All applications for employment will be considered based on merit. To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire in a sealed envelope, (provided for this purpose). Personnel involved in either the short-listing or interview selection processes will not see its contents. If you do not complete this questionnaire, and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.

7.2 A detailed Contract of Employment will be issued to the successful candidate within 8 weeks from the date of commencing work.

7.3 **THIS CORRESPONDENCE SHOULD NOT BE TAKEN AS CONSTITUTING THE PROPER TERMS AND CONDITIONS OF EMPLOYMENT FOR THIS POST**.