

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Short Breaks Project Worker  | South Eastern Health & Social Care Trust – Down & Lisburn |
| **Accountable To** |
| Service/Registered Manager  |
| **The Service** |
| Short Breaks is a fun and exciting service providing individual support to children and young people with, disabilities, autism and brain injury. The service proves one to one social and emotional support to children and young people. To enable them to develop friendships and access social and recreational opportunities within their local community, whilst providing parents and carers with a regular short break. |
| **Purpose of the Job** |
| To enable young people to access a range of fun activities within their own home or their local area on a one to one or small group setting. It may be attending a local youth club, educational play such as arts and crafts or supporting the young people in sporting or other social/leisure activities. The Project Worker will provide personal care and transport to young people where necessary, and this may include some manual handling tasks. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| **Starting at £25, 545 per annum** A mileage rate of 0.45p per mile will also be paid for any work related miles | 37 hours per week\*\*30 hours direct contact with families and 7 hours administration; flexible (agile) working is available for the completion of administration Please note: Due to the nature of our work with young people, the majority of the Service is delivered late afternoons, evenings and weekends throughout the South Eastern Trust – Down & Lisburn area. |
| **Closing Date** | **Length of Contract** |
| 5th December 2024 by 2pm | **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.** Starting on 20 days annual leave pro rata plus Cedar recognises 12 statutory days
* Cedar offers an enhanced auto-enrolment pension scheme consisting of 5% employee contribution and 4% employer contribution.
* Occupational Sick Pay Scheme
* Investor in People Platinum accredited organisation with commitment to development of the staff team through training and learning opportunities
* Staff recognition & reward incentives aligned to high standards of performance
* Cycle to work scheme.
* Cashback health 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*** To provide a flexible, localised service to meet the needs of the children/young people and their families
* To provide transport (where possible) to enable young people to participate in local activities
* To provide support with personal care as identified through assessment
* To deliver and evaluate programmes of social outreach to meet identified individual needs
* To work toward agreed objectives within the individual’s person-centred care plan
* To continuously monitor and review progress of each child or young person and provide ongoing support and guidance
* To establish effective communication strategies with the young person, family, and key stakeholders
* To identify and establish links with community-based mainstream activity for the young people

**Internal Processes** * Work within the quality assurance systems within Cedar (ISO Quality Management System)
* Maintain Domiciliary Care Agencies minimum standards implemented by RQIA
* To work within the Health & Safety and Risk management practices in place
* Regular monitoring and review jointly with service users and referral agents

**Financial*** Work towards full occupancy to meet compliance with funders in conjunction with referral agents
* Work with current financial administrations systems of The Cedar Foundation
* To work as efficiently as possible in delivery of the service, implementing green initiatives and efficiency savings measures

**Organisational Capacity*** To undertake The Cedar Foundations mandatory induction training
* To undertake all training required by the Regulation & Quality Improvement Authority.
* To attend training as identified through training and development plan
* To participate in improvement activity within the organisation
* To promote the image of the organisation to the wider community

**General*** To adhere at all times to all Cedar organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.
* To participate in marketing and promotional activities to raise the profile of Cedar Services
* Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.
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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 Candidates who are not successful at interview, but have met the minimum required standard for the post will be retained on a Reserve List for a period of no longer than 6 months for a similar post within Short Breaks*

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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.*

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | * RQF/NVQ Level 2 qualification or equivalent in Health & Social Care or 5 GCSEs A-C including English Language, or equivalent qualification in relevant field, **AND**

Minimum of *6 months’ paid experience* in a caring role providing direct care and support to individuals **OR***2 years paid experience* in a caring role providing direct care and support to individuals **AND** be willing to complete RCF/NVQ Level 2 certificate in Health & Social Care within 18 months of appointment *(A caring role providing direct care and support to individuals working within a caring environment which may**include Residential Care, Day Support, Supported Living, Hospital, Special School, or in one of the Allied Health Professional posts and may also include someone in the family home)* | Application form & Interview |
| 2. | * Proficiency in IT skills, specifically Microsoft Word, Excel, Outlook, MS Teams, Zoom
 | Application form & Interview |
| 3. | * Ability to work independently with good organisational, communication & interpersonal skills
 | Application form & Interview |
| 4 | * Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. Valid driver licence, business insurance & MOT certificate as relevant. Checked prior to appointment.

***This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.***  | Application form & relevant documentation |

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| **Desirable Criteria** |
| **Criteria** | **Assessment** |
| 1. | Experience & understanding of the barriers in relation to young people with disability  | Application form & Interview |
| 2. | Experience of working with individuals with behaviours that challenge  | Application form & Interview |
| 3. | Awareness of RQIA, Domiciliary Regulations and Minimum Standards | Application form  |
| 4. | NISCC Registration  | Application form  |

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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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| **Role Competency** |
| **Criteria** | **Assessment** |
| 1.  | Practical experience working with young people with disabilities and their families  | Interview |
| 2. | Awareness of Safeguarding Children & Young People, Reporting Procedures and record keeping  | Interview |
| 3. | Delivering a person-centred service with respect, care, and compassion | Interview |
| 4. | Ability to use initiative to be solutions focused | Interview |
| 5.  | Interagency and partnership working | Interview |
| 6. | Effective communication skills to meet the needs of the post in full | Interview |
| 7. | Demonstrate a flexible approach to meeting the objectives of the job | Interview |

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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 referees in the application form. |
| 3.  | 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. |
| 4. | Successful applicants will be required to go through an enhanced Access NI check.  | Access NI check  |
| 5. | Registration with Northern Ireland Social Care Council (NISCC) | Successful registration must be completed within first 6 months of employment |

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