

***Are you a caring person and available to work a minimum of 4-8 hours per week?***

Caring Breaks, an organisation dedicated to providing short respite breaks for family carers, combined with social activities for their adult relative with a learning disability wishes to recruit:

**POST 1 – PART-TIME COMMUNITY RESPITE WORKERS**

**POST 2 – PART-TIME BANK COMMUNITY RESPITE WORKERS (on an as and when basis)**

We are seeking individuals who are motivated, flexible and who have an interest in supporting adults with a learning disability to develop their social and leisure interests within the community.

***The service operates (Mon – Fri 5 pm – 9 pm) and Saturday (1 pm – 5 pm). Timings may be flexible. Limited hours available during the day.***

**Hourly rate: £11.44**

Candidates must be over 18 years of age, with six months caring experience (either personal or through work), have a current driving licence and a car (which is fully insured) available for work purposes.

Full criteria along with terms and conditions of the post are contained in the attached application pack. Completed applications should be returned to linda@caringbreaks.com

This post is subject to Caring Breaks receiving a satisfactory enhanced disclosure check from Access NI.

Caring Breaks is an equal opportunities employer.

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**APPLICANT GUIDANCE NOTES**

**Notes – Please read before completing this application form. The information you provide will be used by the short listing panel to determine whether you will be invited for interview. Please take time and care when completing your application form to ensure that it properly details your skills, abilities, and work experience.**

* Applicants should submit this form only; supplementary material such as CV’s will not be considered.
* Application should be completed using **BLACK INK** (either hand-written or typed).
* Please complete all sections of the form thoroughly, if a section is not relevant or does not apply to you please state on the form, e.g. “N/A” (not applicable).
* You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the job description and personnel specification.
* Equal Opportunities Monitoring Form – all applicants are asked to complete this section. This information will be detached from the application form prior to short-listing, will be treated confidentially and used for monitoring purposes only. **Please ensure that you return your form in a sealed envelope.**

**BACKGROUND INFORMATION ON CARING BREAKS**

Caring Breaks Ltd was set up in 1999 to address the shortage in respite breaks available for those caring for adults with a learning disability. The service provides regular, short breaks for family carers and at the same time, social and recreational activities for their adult relative with a learning disability. Caring Breaks is a partnership between family carers themselves, people from the business community and from the statutory sector.

The service has grown and developed over the years and is now a well-established, reputable organisation in the field of respite care/short breaks in Northern Ireland. We are known for putting family carers and their loved ones at the heart of everything we do.

**Our Vision for Caring Breaks in Northern Ireland**

*“Every family carer of an adult with a learning disability in Northern Ireland will have access to short breaks”.*

*“Every adult with a learning disability living at home with their family carer will be provided with support to enable them to participate in social and recreational activities of their choice”.*

**Our Mission**

*To provide regular short respite breaks for the family carers of adults with a learning disability.*

**Our Core Values**

* We are **person-centred**. We are passionate about giving support to family carers and their son/daughter with a learning disability.
* We act with **integrity** and take pride in all that we do. The highest standards of openness and professionalism are maintained in all our activities.
* We work in **partnership** and consult, share, learn, and collaborate with all our stakeholders as our way of doing business.
* We provide a high **quality** service that continuously improves to meet the changing needs of the people we support.

For more information please see our website <http://www.caringbreaks.com>

and Facebook page <https://www.facebook.com/CaringBreaks/>

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**JOB DESCRIPTION**

**Job Title:**  Post 1 – Part-time Permanent Community Respite Worker

 Post 2 – Part-time Bank Community Respite Worker (on an as and when

 basis)

**Reports to**: Service Manager

**Accountable to:**  The Chief Executive

**Aims of Job: -**

* Support family carers by providing safe, reliable and flexible short respite breaks in the evenings and at weekends in the Belfast, Lisburn and Bangor areas.
* Achieve this by; accompanying and supporting people with a learning disability, who may have additional mental health or physical needs; who may be sensory impaired; who may also present with behaviours that challenge; to lead more inclusive and socially active lives within the community.

**Principal duties and Responsibilities: -**

1. It is your main responsibility to ensure the client is safe at all times

**2** Supervise individual and group activities

**3** Ensure the client participates and is involved in decisions about how they

 wish to spend their leisure time

**4** Positively involve clients in recreational and social activities and

 accompany them on outings

1. Assist clients with their mobility if necessary
2. When required, assist clients with their personal care and hygiene needs

**7** Assist clients to develop their self-help and social skills through participation

 in leisure and recreational activities

1. Comply with all policies and procedures laid down by the Organisation

**9** Communicate effectively and build positive working relationships with family carers

**10** Report any untoward incidents, accidents and/or complaints to the

 Line Manager as soon as possible

1. Undertake any training appropriate to the requirements of the job

**12** Participate in meetings and formal supervision

1. Be responsible for the safe handling and administration of clients’

medication as directed by the Service Manager/Team Leader

1. Be responsible for the safe keeping and accurate recording of all financial transactions in relation to outings with clients

**15** Keep an accurate account of your own expenditure by keeping receipts

in order to claim expenses

1. Undertake any other duties relevant to the job

***The Company is committed to providing the highest possible standards in service. The client is the most important person and the primary purpose of your work. Members of staff are expected at all times to provide a caring service and to treat those with whom they work with, in a respectful and courteous manner.***

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**Person Specification**

**Post 1 – Part-time Permanent Community Respite Worker**

**Post 2 – Part-time Bank Community Respite Worker (on an as and when basis)**

**Knowledge:** Understanding of the rights of people with **E/I**

a learning disability to lead a normal life

Understanding of the needs of people with a **E/I**

learning disability

**Skills:** Self-motivation, reliability and commitment **E/S**

Flexible and adaptable **E/I**

Good communication skills  **E/S**

**Experience:** 6 months caring experience (paid or unpaid) **E/S**

Experience of lone working **E/S**

Experience of the issues facing adults **D/S**

with a learning disability

Experience of working in a team **E/S**

Experience of working with family carers **D/S**

**Circumstances:** Prepared to work evenings and/or weekends **E/I**

to a rota with a commitment of a minimum of 4-8 hours

per week

Hold a full UK driving licence - car available **E/S**

for work – willing to obtain business insurance

cover

**Qualifications: No formal qualifications necessary**

**E = Essential D = Desirable S = Short listing criteria I = Interview criteria**



**TERMS AND CONDITIONS OF POST**

**POST:**  Post 1 – Part-time Permanent Community Respite Worker

 Post 2 – Part-time Bank Community Respite Worker

**REMUNERATION:** £11.44 per hour

**HOURS:** Rota to be negotiatedwith the Line Manager (minimum of 4-8 pw)

**LOCATION:**  **Belfast, Bangor and Lisburn areas** and employees are expected to travel throughout this area. Mileage paid at 45p per mile

**HOLIDAYS:**  20 days annual leave entitlement per year [pro rata] +

 customary holidays

**PUBLIC HOLIDAYS:** If you work a bank holiday you will be given a day off in lieu for

 each day you work. No enhancements are awarded for

 working bank holidays.

**SICK PAY:** Statutory Sick Pay (SSP) is paid during periods of sickness.

**PENSION:**  Caring Breaks provides staff members with access to a

 stakeholder pension.

**MEDICAL:** Successful applicants will be required to have a medical assessment

 carried out by their own G.P. before a post will be offered.

 Any fee required will be met by Caring Breaks.

**SMOKING:** Smoking is prohibited on Caring Breaks’ premises.

**ACCESS NI.CHECK:** The post is subject to the receipt of a satisfactory criminal

 record check - a “disclosure” from Access NI.

**PROBATIONARY PERIOD:** New employees have a probationary period which generally

 lasts 6 months.

**NOTICE:**  You will be required to give one months’ notice in writing if

 you wish to terminate your contract.



**APPLICATION FORM**

|  |  |
| --- | --- |
| **Post 1 – Part-time Permanent Community Respite Worker**  | **Return to:** |
| **Post 2 – Part-time Bank Community Respite Worker (on an as and when basis)** | Caring Breaks Limited6c Wildflower Way, Apollo Road, Boucher Road, Belfast BT12 6TA |
| **Please tick above which post you are applying for.** |  |
| **PERSONAL DETAILS** (Please complete using black ink or type) |
| Surname: |  | Forename: |  |
| Address & Postcode: |
| Home Tel: |  | Work Tel: |  |
| Mobile Tel: | May we contact you at work?Please tick Yes No |
| Email address: |
| Where did you see the vacancy advertised? |  |
| **CURRENT OR MOST RECENT EMPLOYER** Please ensure that accurate dates are provided.  |
| Name & Address |  |
| Telephone No: |  | Postcode: |  |
| Position held and brief outline of duties: |
|  |
| Date Started: |  | Date Left: |  |
| Job Title: |  | Salary: |  |
| Reason for leaving (if already left) |
| Notice period (if applicable) |  |

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|  **PREVIOUS EMPLOYMENT** Please give details of employment (paid or unpaid). Please give your most recent first. |
| Name & Address of Employer | Dates of Employment | Position Held | Reason for Leaving |
|  | From | To |  |  |
|  |  |  |  |  |
| **EDUCATION** Please give details of all qualifications obtained along with grade and date achieved. Please give your most recent first. |
| School/College/University | Dates | Course details and exam results | Date obtained |
|  | From | To |  |  |
|  |  |  |  |  |

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| **PROFESSIONAL QUALIFICATIONS** (Held or working towards) |
| Professional Body/College/University | Dates | Course details and exam results | Date obtained |
|  | From | To |  |  |
|  |  |  |  |  |
| **SPECIALISED TRAINING OR COURSES ATTENDED** |
| Course Taken | Organised By | Date |
|  |  |  |
| **MEMBERSHIP OF PROFESSIONAL BODIES** Please give details of membership or any professional duties |
| Name of Professional Body | Level/type of membership | Registration Details (e.g. UKCC) | Expiry Date |
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| **FURTHER INFORMATION** (continue on a separate sheet if necessary) |
| This section asks you to demonstrate how you meet the following criteria as listed in the Job Description and Personnel Specification. How do your skills, experience and abilities relate to this post? Draw upon all of your experience, whether in a paid or voluntary capacity. **It is essential that applicants fully describe how and to what extent they meet the criteria. It is not appropriate to simply list the various posts that you have held. Short listing for this post will be undertaken using only the information you have provided.** |
| **Essential Criteria 1*** Must be able to demonstrate a minimum of 6 months caring experience either in a paid or voluntary capacity within the past 2 years
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| **Essential Criteria 2*** Have a clean UK Driving Licence and access to a car for work purposes.
* Willing to obtain business insurance cover for the vehicle.
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| **Essential Criteria 3*** Able to demonstrate good written communications skills.
* Please give an example (either personal or through work) of a time when you communicated effectively?
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| **Essential Criteria 4 - The *service is provided in the evenings – Monday to Friday(usually between 5pm-9pm) and also on a Saturday from 1pm – 5pm*** * Willing and able to work evenings and **weekends** on a rota basis with a 4 hour shift pattern
* Ability to work flexibly to suit the needs of those accessing the service.

**Essential Criteria 5*** Ability to work on own if required and as part of a team
 |
| **Desirable Criteria 1*** Using examples (either personal or work related) please outline your experience and knowledge of the issues affecting adults with a learning disability.

**Desirable Criteria 2*** Using examples (either personal or work related) please demonstrate your experience and knowledge of the issues affecting family carers.
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| **REFERENCES** Please give details of two professional referees; one **must** be your current or most recent line manager. In the case of school leavers, your tutor. References from family or friends are not acceptable.  |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel No |  | Tel No |  |
| Email Address |  | Email Address |  |

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| **DECLARATION OF PERMISSION TO WORK IN THE UK** |
| Under Section 8 of the Asylum & Immigration Act 1996, it is a criminal offence to employ anyone who does not have permission to work in the UK. All applicants invited to interview will be required to provide documentary evidence of their right to work in the UK. **All applicants** regardless of their nationality are required to complete this section. |
| Do you hold a valid passport for a country belonging to the European Union? Please tickYes No  |
| If yes, sign and date where indicated. |
| If no, please answer the following questions:Do you have a valid work permit/stamp to work in the UK?Please tickYes No |
| When does your permit run out? **Date:** |
| **Please read before signing:**I declare that by signing this form, I am stating that I am legally entitled to work in the UK with or without the necessary permission from the Home Office or any other relevant authority. If I have received permission, I have included any copies of all relevant documentation. I acknowledge that if I am found to be working without the relevant permission, my employment will be terminated with immediate effect and details passed on to the relevant authorities. |
| **Print Name:** | **Signed:** | **Date:** |
| **ACCESS NI**The nature of this job means that you will be providing support for vulnerable adults and therefore the post **is exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978.** It is necessary to disclose all convictions, cautions or court martial that you have had. Caring Breaks seeks Enhanced Disclosures with Access NI for prospective employees. Please be advised that for this post, spent convictions will therefore appear on enhanced disclosures. Failure to disclose may lead to the withdrawal of an offer of employment. Caring Breaks will hold identity documents provided by successful applicants for 90 days after their Enhanced Access NI Disclosure Certificate is issued. After this time any identity documents will be destroyed in line with our Secure Handling, Disposal and Disclosure Information Policy.Should successful applicants wish to know more about how Access NI will handle their data, this information can be found in the Access NI Privacy Notice, found at *A copy of the following documents are available on request:** *Access NI Code of Practice*
* *Recruitment of Ex-Offenders Policy*
* *Secure Handling, Storage and Disposal of Disclosure Information Policy*
 |
| **STATEMENT OF NON-DISCRIMINATION**Caring Breaks is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist in the selection process and will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients and employees. This role is a **Regulated Activity Position** as defined by the **Safeguarding Vulnerable Groups (NI) Order 2007**, and **falls within the definition of an “excepted”** **Order (NI) 1979**, **ALL** convictions **MUST** be disclosed. Having a conviction will not necessarily debar your application from being considered. |
| Have you ever been cautioned, court martialled or convicted of a criminal offence? |
| Please tickYes No |
| Is there any court action pending against you? |
| Please tickYes No |
| If you ticked yes to either of the above please complete the table below. Use additional sheets if necessary. Any information will be treated confidentially and the possession of a conviction does not necessarily mean that you will not be short listed for the post. |
| **Date** | **Offence** | **Conviction/Pending Court Action** |
|  |  |  |
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| **DECLARATION** |
| I declare that the information contained in this form is accurate and true. I understand that providing misleading, false information or significant omission will disqualify me from appointment or, if appointed, may result in dismissal.I understand that any job offer is subject to satisfactory references and a probationary period and (if Caring Breaks Ltd believes it appropriate), a satisfactory medical report. I understand that this post involves working with vulnerable adults and the post is subject to an Enhanced Criminal Record Check through Access NI, a single history disclosure body. |
| **Print Name:** | **Signed:** | **Date** |
| ***All information contained in this form will be treated as strictly confidential, when used for recruitment. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and verification checks which may be made. However, we must protect the public funds we handle so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds. (Revised 2004)*** |
| **Please note:** We do not acknowledge receipt of application forms unless you send a stamped addressed envelope. You will however, be notified in due course if you are short listed for interview. |

Please complete the separate monitoring form enclosed and return it by email to linda@caringbreaks.com or post in a sealed envelope to: The Monitoring Officer, Caring Breaks Limited, 6c Wildflower Way, Apolllo Road, Boucher Road, Belfast BT12 6TA.

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**EQUAL OPPORTUNITIES MONITORING FORM (Confidential)**

**Statutory Monitoring:**

Since 1990, under Fair Employment Legislation, specified public authorities and registered employers have a legal duty to monitor the community composition and sex composition of their workforces.

**Community Background**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. Please indicate the community to which you belong or are perceived to belong to, by ticking below:

|  |  |
| --- | --- |
| I am a member of the Protestant Community |  |
| I am a member of the Roman Catholic Community |  |
| I am a member of neither the Protestant or the Roman Catholic Community |  |

**Gender**

|  |  |
| --- | --- |
| Male |  |
| Female |  |

**Marital Status**

|  |  |
| --- | --- |
| Married |  |
| Single |  |
| In a civil partnership |  |
| Other |  |

**Age Band**

|  |  |
| --- | --- |
| 16-21 |  |
| 22-30 |  |
| 31-40 |  |
| 41-50 |  |
| 51-60 |  |
| 61-65 |  |
| 65+ |  |

**Disability:**

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability.

Do you consider that you meet this definition of disability?

Yes  No 

**Ethnic Group:**

Please indicate which Ethnic Group you belong to:

Bangladeshi  Pakistani 

Black African  White 

Black Caribbean  Irish Traveller 

Black Other  Any other ethnic group:

Chinese 

Indian 

|  |
| --- |
| **FOR MONITORING USE ONLY** |

**Caring Breaks Privacy Statement for Applicants**

Caring Breaks is the data controller for the information you provide during the recruitment and selection process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact dpo@caringbreaks.com

**What will we do with the information you provide to us?**

All of the information you provide during the recruitment and selection process will only be used for the purpose of processing your application; will form the basis of your employment record if appointed, or to fulfil legal or regulatory requirements if necessary.

Caring Breaks will not share any of the information you provide during the recruitment and selection process with any third parties for marketing purposes or store any of your information outside of the European Economic Area.  The information you provide will be held securely and will not be retained for longer than necessary.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

**What information do we ask for and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain for longer than necessary.

Caring Breaks will only ask for the information we need to fulfil the purposes stated above. The information we ask for is used to assess your suitability for employment. You do not have to provide what we ask for but it might affect your application if you don’t.

**Who will have access to the information you provide to us?**

The information you provide will be available to employees and on occasion Board Members of Caring Breaks or other individuals who have been asked by Caring Breaks to support the recruitment process.

Selection panel members will have access to applicant information for shortlisting and interview purposes. The selection panel will not have access to your equality monitoring data.

**How long is the information held for?**

If you are successful, the information you provide during the recruitment and selection process will be retained as part of your personnel file for the duration of your employment plus six years following the end of your employment. This includes your information on eligibility to work in the UK, qualifications and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for **12 months following the closure of the recruitment campaign.**

Equality Monitoring information is retained for **three years from the closure of the recruitment campaign,** whether you are successful or not as per the Equality Commission Northern Ireland guidance.

We also comply with obligations under the Data Protection Act 2018 and other relevant legislative requirements with regards to the safe handling, storage, retention and disposal of any Access NI disclosure information gathered from successful job applicants.

**How we make decisions about recruitment?**

Selection panel members will make the final recruitment decision. All of the information gathered during the recruitment and selection process is taken into account with the exception of equality monitoring information which is not accessible to selection panel members.

**Individual’s Rights**

Individuals have certain rights under GDPR, namely:

* The right to obtain confirmation that their personal information is being processed, and access to personal information
* the right to have personal information rectified if it is inaccurate or incomplete
* the right to have personal information erased and to prevent processing, in specific circumstances
* the right to ‘block’ or suppress processing of personal information, in specific circumstances
* the right to portability, in specific circumstances
* the right to object to the processing, in specific circumstances
* the rights in relation to automated decision making and profiling

You can read more about this at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

**Changes to this statement**

This statement will be regularly reviewed for effectiveness and accuracy.