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**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Bank Care Assistant | The Karuna Home 3-5 Minorca Dr, Carrickfergus BT38 8WP |
| **Accountable To** | |
| The Registered Manager through Deputy Manager and Team Leaders | |
| **The Service** | |
| The Karuna Home provides residential care for up to ten adults who have Learning Disabilities and associated conditions aged 18 or over. Karuna aims to provide high standard accommodation and care for our residents in a purpose built accommodation. Karuna is located in Carrickfergus town centre close to local amenities. | |
| **Purpose of the Job** | |
| The role of Bank Care Assistant requires a team approach at all times with effective working relationships for the benefit of the service user. This includes:   * To assist residents with activities of daily living and facilitate inclusion of service users in a broad range of activities. * To support service users with identified personal care and support needs. * Bank Care Assistants are required to work flexibly and be available to work unsociable hours and public holidays on a rotational basis. | |
| **Salary/ Hourly Rate** | **Hours of Work** |
| £12.21 per hour | Bank, Casual as and when required |
| **Closing Date** | **Length of Contract** |
| Friday, 2nd May 2025 at 12pm | Bank |

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| **Our Benefits** |
| * Annual leave based on 5.6 weeks (inclusive of public and statutory holidays), based on accrual, paid in arrears per quarter. * Auto enrolment into pension scheme, if applicable. * Statutory Sick Pay, if applicable. * Investor in People accredited organisation with a commitment to development of the staff team through training and learning opportunities. * Free parking and tea & coffee available. |

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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**   * Ensure that all work within the scheme is service user focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice. * Orientate new service users to the supported living scheme and the local community, including introduction to neighbours as appropriate. * Deliver individual programmes of support, for example, social and domestic guidance, personal hygiene and community living skills designed to enhance and maximise the capabilities and independence of the service users. * Assist senior staff with assessment of service users’ needs. * Report any changes in, or concerns about, individual service users to their line manager. * Participate in monitoring and reviewing individual service user’s skills and needs. * As part of the team, the Support Worker will establish goals with the service users on an individual basis to ensure the effective utilisation of the service user’s resources. * Participate in supporting the physical and personal needs of service users. * When applicable, the Support Worker will ensure that medication is held, stored and administered in accordance with The Cedar Foundation’s Medication Policy. * Will ensure service users’ opinions and suggestions are listened to and their personal problems dealt with in a sensitive manner.   **Financial**   * Ensure daily records of work carried out re maintained within Service User files and maintain all other records as required. * Take responsibility for receiving and receipting all Service User monies and monitoring petty cash expenditure as applicable. * Follow and practice Cedar Foundation’s Policies and Procedures.   **Internal Processes**   * Comply with The Cedar Foundation’s Health and Safety Policy. * Conduct all activities in a manner which is safe to themselves and others. * Report the need for repairs or maintenance in the accommodation to the appropriate agency/individual. * Participate in cleaning as required to ensure agreed hygienic standards are maintained. * Complete the night security checks in conjunction with Service Users and during the span of their working hours. * Night Support staff will monitor, supervise, and support service users in accordance with individual support plan agreements.   **General**   * Carry out other duties appropriate with the post. * Work within the rota system in order to meet the needs of the service users, the service and statutory regulations. * Available to work evenings and weekends as required. * Contributing to maintenance of all records required by The Cedar Foundation and as outlined in statutory regulations. * Food preparation as required. * Willingness to undertake mandatory training. * Willingness to partake in personal development. * Ability to work as part of a team. * Committed to ensuring the provision of high quality person centred services. * Awareness of importance of promoting social inclusion for Service Users. * Understand the relevance of empowering people and promoting independence. * Appreciates the importance of respecting others and delivering excellent services. * Committed to and be able to demonstrate how you achieve results. |

*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.*

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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 – The Cedar Foundation does not offer Sponsorship**

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| **Our Vision, Mission and Values** |

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| **Essential Criteria** | | |
| **Criteria** | | **Assessment** |
| 1. | A minimum of 6 months caring experience (paid employment or personal caring responsibilities) | Application / Interview |
| 2. | Effective verbal and written communication to include numeracy skills | Application / Interview |
| 3. | Interest in working with people in a care environment. | Application / Interview |
| 4. | Awareness of the needs of people with learning and physical disabilities | 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 referees in the application form. |
| 3. | Successful applicants will be required to go through an enhanced Access NI check. | Apply for an Access NI check online when requested. |
| 4. | 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.  Or  If you are new to the care sector you must register with NISCC within 6 months of your start date. |
| 5. | 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**