

Doc Title: Job Description LO	Issue Date: 26/08/2021
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JOB DESCRIPTION

Job Title	Location
<p>Female Support Worker</p> <p>(This position is open to female applicants only. The lawful recruitment of a female for this position falls within the exception allowed by Article 10 (2)(e) of the Sex Discrimination Order 1976)</p>	<p>Supported Living Services</p> <p>Ardkeen. 86 Malborough Park North, Belfast BT9 6AS.</p>
Accountable to	
Registered Manager and Team Leaders	
The Service	
<p>At South Belfast Living Options we provide support and care to adults over the age of 18 who have brain injury, Physical or Learning Disability, Sensory or Neurological Disability. Service users are supported over two schemes, Hillmount in Finaghy Road South and Ardkeen which is just off the Lisburn Road. The extent of support and care provided is based on individual assessment of need. Personalised support services available include assistance with daily living activities, personal care, leisure and social skills and household management.</p>	
Purpose of the Job	
<p>The role of Support Worker requires a team approach at all times with effective working relationships for the benefit of the service user. This includes:</p> <ul style="list-style-type: none"> • Assisting service users with activities of daily living and facilitate inclusion of service users in a broad range of activities. • Supporting service users with identified personal care and support needs. 	
Salary/ Hourly Rate	Hours of Work
£12.21 per hour	<p>35 hours per week</p> <p><i>Flexibility is required to ensure the needs of the service are met. Support Workers must be available to work unsociable hours and on public holidays on a rotational basis. Working patterns can be discussed.</i></p>
Closing Date	Length of Contract
Wednesday 23 rd April 2025 at 10am	Permanent

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.

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- Annual Leave 5.6 weeks days pro rata in each leave year (inclusive of statutory days). This increases with length of service.
- Paid breaks
- Free tea and coffee
- Recognition & Reward scheme available to all staff in the course of their work
- 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 bank holidays
- 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)
- Employee Assistance Programme including access to 24/7 Doctors support
- Health Cashback Scheme
- Special offers at over 600 leading high street and online retailers
- Cycle to work scheme

Please note – The Cedar Foundation does not offer Sponsorship

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 Collaboration, Equality, Dignity, Achievement, Resilience.

Key Duties and Responsibilities

Service User

- 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.

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Administration

- 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.

Accommodation/Health and Safety

- 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.

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.

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.

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

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.	Successful applicants will be required to go through an enhanced Access NI check.	Complete and online Access NI application.
4.	NISCC registered or willing to register within 6 months of commencing employment and maintain registration throughout the duration of employment.	<p>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.</p> <p>Or</p> <p>If you are new to the care sector you must register with NISCC within 6 months of your start date.</p>
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.
6.	To meet the rota requirements of the role	Work flexibly and be available to work unsociable hours and public holidays on a rotational basis.

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER