



JOB DESCRIPTION AND PERSON SPECIFICATION

SUPPORT WORKER (CARE AND SUPPORT)

BACKGROUND

Centred is a progressive charitable company based in the Highlands that supports people through mental ill health towards mental well-being. Our services are currently based in Easter Ross, Lochaber, Inverness and Caithness. In Inverness we also have a recovery centre, which provides accommodation for up to 23 service users.

LOCATION: Inverness Support Service – working in people’s own homes in the community, and/or other relevant community-based locations

REPORTS TO: The Community Services Manager.

SALARY: £21,255 - £23,400 (pro rata)

HOURS: Part Time or Relief 6pm – 11pm

JOB SUMMARY

The Support Worker (Care and Support) will be expected to maintain a warm, supportive atmosphere in which service users are encouraged to manage their own lives through the values of inclusion and recovery.

This includes providing service users with support while administering medication and help with meal preparation.

The Support Worker (Care and Support) will encourage service users in activities for independent living and will participate in these when appropriate.

The Support Worker (Care and Support) will be expected to carry out their duties taking full account of the aims and objectives of the service, and to work at all times in line with Centred policy, legislation, and professional guidance.

The Support Worker (Care and Support) may also be asked to undertake other tasks as required and as appropriate to the post holder's skills.

KEY TASKS

SERVICE PROVISION

- Support service users to put into practice all the principles of safety in the home.
- To establish a supportive relationship with each service user.
- To support the individuals appropriately, preserving the individual's dignity at all times.
- To encourage service users to take their medication and where appropriate for some individuals to support in the administration of this – ensuring you adhere to the policies and guidance relating to administration of medication at all times and have completed any required in-house medication training.
- Support service in the preparation of evening meals as appropriate.
- To be involved in individual plans for service users and ensure that methods of working contribute to the success of these plans.
- To complete monthly summaries with service users and maintain other records and provide information for service users' reviews.
- To liaise with other professionals involved with service users and to involve other professionals in times of concern.
- To be involved in regular, on-going assessments of service user needs – ensuring that individual's support plans are implemented in practice in line with assessed needs and service user choice
- To be aware of and follow the principals of the National Care Standards for housing/home support.
- Supporting service users with particular communication and advocacy needs if/when required.
- Advise the Manager/Assistant Manager of any changes in service user needs, which may affect support hours.
- To be familiar with the agreed aims and objectives of the service and to be able to put them in practice.

- To be accountable for your own actions and personal and professional development and to complete agreed training within an agreed timescale.
 - To communicate effectively within and outwith the team, both verbally and in written form.
 - To be aware of the guidance outlined in the operational staff handbook, and ensure you apply the principles in practice.
 - In line with the Health and Safety Act of 1974, take care of your own health and safety at work, and that of any service users, colleagues, and/or visitors.
- You may be required to undertake additional duties, which might reasonably be expected of you and which form part of the function of the post.

FINANCE

The Company's financial regulations must be followed at all times.

GENERAL

To assist the Community Services Manager/Assistant Community Services Manager to support volunteers and students on placements as required.

ATTRIBUTES

- Previous experience in social care
- Previous knowledge of or experience of mental health issues or relevant transferable skills.
- HNC in social care or SVQ Level 3 an advantage. The successful candidate will be expected as part of their terms and conditions of the post to undertake SVQ 3 in Social Care if they do not already hold this qualification, and to register as required with the SSSC

CAPABILITIES

- Is aware of their own values, attitudes and cultural assumptions, and that these may have an impact on others, and accordingly is able to behave professionally
- Demonstrates a commitment to the development of their own skills and knowledge
- Understands that they will be required to actively seek and take part in learning opportunities
- Is aware that they will be required to adapt to change to continually meet the needs of the people they support, their friends, partners, spouses, family and carers as relevant

- Is aware of the need to be adaptable within their role
- Is aware of the need to show initiative
- Good communication skills, both oral and written
- Flexible approach to service requirements, including flexible shift work patterns
- Is aware that everyone has different feelings and values and is aware of the need to respect and acknowledge these at all times
- Demonstrates an awareness of the needs of individuals who use services
- Understands the need for a clear commitment to people who use services and their carers in delivering a high quality service that meets their needs

OTHER JOB REQUIREMENTS

A full UK driving licence and access to own transport with business insurance

Basic IT skills

The Company reserves the right to amend or change the above responsibilities to enable changing business needs to be met.

STANDARDS OF PRACTICE

The post holder will be personally responsible for registering with SSSC, for maintaining their registration, and complying with any requirements relating to registration set out by SSSC, including any training requirements.

The post holder has a personal responsibility as a social care worker to adhere to SSSC codes of practice, and these can be seen at: www.sssc.uk.com

The post holder must also take personal responsibility for being familiar with and implementing the quality areas outlined by the Care Inspectorate, and the relevant National Care Standards that are based on: Dignity, Privacy, Choice, Safety, Realising Potential, and Equality and Diversity.

In addition, the post holder has a personal responsibility to deliver the service in line with the principles of Self Directed Support.

SUMMARY OF TERMS AND CONDITIONS

The post holder will hold a current and satisfactory PVG scheme membership or will secure this prior to commencement in post.

The post will be offered subject to two acceptable references and health clearance.

The post holder will participate in monthly supervision sessions and will have an annual appraisal.

Every job description will be subject to review on At least an annual basis.

Job Type: Part-time

Salary: £21,255.00-£23,400.00 per year

Benefits:

- Company pension
- Cycle to work scheme
- Life insurance
- On-site parking
- Sick pay

Physical setting:

- Homecare

Work authorisation:

- United Kingdom (required)

Work Location: One location

Application deadline: 02/03/2023