**** Job Description

# Job Title Supply Care Support Workers

**Location** Harrogate/Gateshead

**Salary** £10.50 per hour

**Band** D

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Manager of Service

**DBS Check** Enhanced Check with adult barring list and child barring list

**Job Summary**

To work when required, as part of a team of staff across our college campus and housing & Support service providing care and learning support for our students and service users; including support with their personal care needs and enthusiastically encouraging development of independence and living skills.

**Key Responsibilities College:**

* Ensure that the learning needs of the students are met as directed by education staff and work with tutors and other college staff to support the students within their lessons.
* To provide support for students with Autistic Spectrum Disorder (ASD) and behavioural, emotional and social difficulties (BESD) who may exhibit challenging behaviours
* Carry out the care requirements for each student as directed on their individual care and support plan. This may involve intimate personal care, feeding (potentially PEG feeding), toileting.
* Accurately and appropriately record and report students’ needs and progress
* Share any care plan targets with education based staff under direction.
* Advocate on behalf of students and to attend student meetings to enable/assist students to express their views.
* Keep up to date and remain fully aware of the students’ difficulties and disabilities and any care and medication requirements of those students.
* Ensure that appropriate care equipment is used after training and work as trained.
* Report any concerns to the Senior Care Officer or any other manager which may affect student/staff welfare or safety.
* Assist all students in any way which promotes and enables their development and independence.

**Key Responsibilities Housing & Support:**

* To enable service users to lead valued lifestyles.
* To support service users to make positive choices and to respect those choices.
* To develop opportunities for service users to acquire new skills and develop existing ones.
* To develop opportunities for service users to be actively involved in the local community and to develop relationships and interests, as they desire.
* To cater to the physical, social, emotional and cultural needs of the service users.
* Offer advice, guidance and support to service users in order to promote an independent lifestyle
* To promote respect for service users, their families, friends and advocates throughout Henshaws and in all dealings with other agencies.
* To liaise as necessary with relatives, professionals and other agencies, with and on behalf of service users.
* To be involved with the recording, reporting and assessment of needs of service users as well as the development and implementation of Individual Support Plans and subsequent reviews if required.
* To liaise with funding authorities, health and social services and other agencies as appropriate, with and on behalf of service users.
* To be responsible for dispensing medication to service users.
* To help and support the service users with their personal care needs as identified in their care plan.
* To facilitate access to daytime provision (for example, education), as appropriate and to provide a flexible service to meet the learning needs of service users.
* To support service users to undertake the ordinary range of daily domestic duties, for example, shopping, planning and preparation of meals.

**Team Working**

* To attend staff meetings and training sessions and to be involved in the decision-making processes with the home.
* To co-operate in the operation of the rota system, providing sleep-in cover and/or waking nights when required.
* To ensure that the system for administration of medication and finances is monitored and maintained.
* To ensure that good systems of communication and feedback are maintained.
* Due to the nature of the service there may be times of lone working. However, there will always be a member of senior staff either on call or in another house who can be contacted for advice, support or assistance.

**Buildings and Services**

* To implement and maintain arrangements for the security, health and safety of the service users and staff.
* To notify the senior member of staff on duty of any defects in the buildings or any repairs required.
* To report all accidents and incidents to the senior member of staff on duty.
* Contribute to the housekeeping and administration of the house including assistance with the management of finances.

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures.
* Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

****All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential/Desirable** | **How Identified** |
| **Skills and Experience** | Willingness to assist with any personal care requirements as needed | **Essential** | Application Form/Interview |
| Willingness to support in a way that promotes independence and development | **Essential** | Application Form/Interview |
| The ability to keep calm under pressure when dealing with challenging behaviours | **Essential** | Application Form/Interview |
| Enthusiastic, respectful and sensitive attitude to our client group | **Essential** | Application Form/Interview |
| Recent experience of working with young adults | **Desirable** | Application Form |
| Awareness and respect of student’s rights | **Desirable** | Application Form/Interview |
| **General & Specialist Knowledge** | Knowledge of different learning disabilities | **Essential** | Application Form/Interview |
| Knowledge of care work and what this will involve including understanding dignity and respect | **Essential** | Application Form/Interview |
| Ability to promote the client group in a positive and professional manner | **Essential** | Interview |
| Awareness and respect of student’s rights | **Desirable** | Application Form/Interview |
| Awareness of equal opportunities issues relating to this area of work | **Desirable** | Interview |
| Knowledge and experience of health and safety issues relating to this area of work | **Desirable** | Interview |
| **Education & Training** | Good standard of literacy and numeracy | **Essential** | Application form & Literacy and numeracy tests at interview |
| Willingness to undertake and achieve Skills for Care Induction Award within 12 weeks if no formal care qualifications | **Essential** | Interview |
| A willingness to undertake the Diploma in Health and Social Care after initial induction | **Essential** | Application form/Interview |
| Equivalent of 2 GCSEs in Maths and English at Grade C or above | **Desirable** | Certificates |
| NVQ 2/Diploma in Health and Social Care | **Desirable** | Certificate |
| **Special Requirements** | To fully support our client group you must be able to push a wheelchair around college and in the community and assist the clients into and out of the wheelchair if required after having training | **Essential** | Interview |
| Flexible approach to working hours and ability to work the hours which meet the establishment’s need. NB this is more than likely to include working a day at the weekend and some evenings depending on the hours you work. | **Essential** | Interview |
| Commitment to undertaking any training & personal development  | **Essential** | Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**