



Job Description and Person Specification
Job Reference: CW002

Job Title:

Support Worker

Location:

Newmarket, Suffolk

Hours and Shifts Available:

Miss R is seeking support as follows:

Friday: 08.00am – Saturday 08.00am with sleep-in 12.00pm to 08.00am (once a month).

Saturday: 08.00am – Saturday 08.00am with sleep-in 12.00pm to 08.00 am (once a month).

Sunday: 08.00am – Monday 08.00am with sleep-in 11.00pm to 08.00am (once a month).

(We welcome applicants who can work all these shifts as one 45 hour shift with paid sleep-in nights, or from applicants interested in only one 24-hour shift).

Miss R is also seeking support for:

Tuesday: 08.00am - Wednesday 08.00am with a sleep-in night 11.00pm-08.00am (once a month).

Wednesday: 08.00am - Thursday 08.00am with a sleep-in night 11.00pm-08.00am (once a month).

(Again, we welcome applicants who can do one of the above shifts, or both).

Additional hours may also be available on an ad hoc basis to cover leave.

Employer:

Miss. R

Line Manager:

Christine Waites (Case Manager), Ben Holden Ltd

Pay:

- £11.00 per hour for weekday hours.
- £12.50 per hour for weekend hours.
- £66.06 per night sleeper duty - Monday, Tuesday, Wednesday, Thursday nights (11.00pm and 8.00am).
- £58.72 per night sleeper duty - Friday, Saturday, Sunday nights (Midnight and 8.00am)



Any Occupational Restrictions

As this role involves personal care, it is open to female applicants only (in accordance with paragraph 1 of Schedule 9 of the Equality Act 2010).

About Miss R

Miss R is a lively, friendly, and caring woman in her late 30's with excellent communication skills. She likes to keep busy and goes out most days either on planned trips or activities, or spontaneously dependent on the weather and how she feels on the day. Her interests include going to the cinema, theatre, and concerts. She also likes eating out and seeing her friends. Miss R has a small, and very friendly dog, and she loves going on long walks to keep him well exercised.

Miss R has cerebral palsy and uses her electric wheelchair to get around. She also has a large mobility vehicle for all her transport needs which her support team are required to drive. She lives in her own adapted spacious property which offers good sleep-in facilities for her support team. Her home is very well maintained she has carefully chosen the beautiful decoration with reflects her own personality.

Most days are different and varied and Miss R directs her support as required and has full capacity to make decisions. She likes to take annual holidays to include her dog, and these are also attended by her support team through negotiation and agreement.

The staff team are friendly and supportive of Miss R and most have been supporting her over a few years which is a reflection of her caring nature.

The Roles and Responsibilities of the Job:

Within this team, staff generally work 24-hour shifts from 8.00am to 8.00am the following morning, which includes sleep-in from 11.00pm – 08.00am. Hours can vary occasionally dependent on activities. Weekend shifts are shared between the team over the month.

Key roles and responsibilities within this position include:

- Providing companionship and a light-hearted approach enabling client to have fun and laugh with you!
- Support the client to care for her dog including walking and feeding.
- All personal care including washing, dressing, skin, teeth, nail and hair care. The client will direct her care.
- Assisting the client with her mobility, including assisting her to transfer using hoisting/stand aid equipment – all training will be provided.
- Household management as directed by client.



- Manage daily laundry, and meal planning, shopping and meal preparation as directed by client.
- Encouragement and assistance with therapy regimes. There is a programme of exercises that the support team need to help her with; this includes hydrotherapy sessions and home-based physiotherapy exercises.
- Promoting purposeful, structured time both at home and in the community as well as supporting her with her leisure and social activities.
- Transporting the client in her own vehicle and providing some support with mobility needs within the home.
- Providing assistance at night if needed.
- Accompanying the client on weekends away and holidays, although this is not essential.
- Accompanying the client to medical or other appointments as requested.
- Assisting/supporting independence with medication administration as required.
- Protection in all areas as a vulnerable adult.

Pay and Other Benefits

We are a Case Management company, commissioned to provide supervision and management to staff who are employed by the person they work for. When you join a team working with Ben Holden Ltd, you will receive excellent support from a specialist Case Manager and Registered Manager, access to exceptional training to develop your professional knowledge and expertise, and the benefit of forming a meaningful relationship with the person you will be working with, to make a real difference to their life.

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- £12.50 per hour for weekend hours.
- £66.06 per night sleeper duty - Monday, Tuesday, Wednesday, Thursday nights (11.00pm and 8.00am).
- £58.72 per night sleeper duty - Friday, Saturday, Sunday nights (Midnight and 8.00am).
- Sick Pay (or statutory sick pay).
- Pay and milage to attend supervision and training.
- 5.6 weeks annual leave
- Access to the BHL employee assistance and staff discount scheme.

The Work Environment

This is within the client's own well maintained home. The client also has a small friendly dog.



Confidentiality

The ability to respect the privacy of Miss R is fundamental to this position. All matters relating to Miss R's condition are to be treated as confidential and are not to be disclosed to a third party. As this employment is based in the private home it is inevitable that on occasions the support workers will become privy to certain matters relating to the personal life and business affairs of Miss R's family. These too should be treated with the utmost confidentiality and, wherever possible, the support workers should avoid coming into contact with the family's personal belongings and correspondence.

Person Specification:

Applicants are invited who can fulfil the following criteria.

Area	Essential?	Desirable?
<p>Skills</p> <p>Ability to use IT for record keeping and care planning (or a willingness to learn).</p> <p>Effective communication skills, written and verbal.</p> <p>Able to drive.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Experience</p> <p>Experience of working in people's own homes.</p> <p>Experience of working with adults with disabilities.</p>		<p>Yes</p> <p>Yes</p>
<p>Knowledge and Understanding</p> <p>Knowledge and understanding of safeguarding.</p>		<p>Yes although training will be provided</p>
<p>Personality and Interests</p> <p>To have a 'can do' attitude, good sense of humour, be reliable and must like dogs.</p>	<p>Yes</p>	



BHL is committed to the protection of individuals from avoidable harm and abuse. All successful applicants will undergo an-Enhanced DBS (with barred list) checks (at the expense of Miss R. This role is exempt from the Rehabilitation of Offenders Act, and it is a criminal offence for people who are barred from working in regulated activity to apply for this role. We will require a full job history and evidence of your conduct at work (for roles involved in working with vulnerable groups).