



Job Description and Person Specification
Support Worker / Care Team Manager
Job Ref: EH004

Job Title: Support Worker

Location: Red Lodge, Bury St. Edmunds, Suffolk

Hours and Shifts Available: 27 hours per week with optional overtime, please be aware this includes a shift every Sunday from 09.00-18.00.

Staff work a mixture of days and sleep-in nights.

Shift times are currently under review but can be discussed at interview.

Employer: Client acting by Property and Affairs Deputy

Line Manager: Emma Hunt, Case Manager

Pay: £15.50 for weekday shifts
£17.00 for weekend shifts
£12.87 for sleep-in night hours

About Mr C

Mr C suffered a hypoxic brain injury at birth, he has Cerebral Palsy and is quadriplegic. He is dependent on support for all care needs.

Mr C lives in his own home, which is a purposefully adapted bungalow. The property includes a dedicated bedroom, office space and en-suite for staff.

Mr C enjoys watching television, listening to all types of music, watching music videos, playing board games. He enjoys films and he will initiate getting a DVD of his choice to watch.

Mr C enjoys being out in his wheelchair accessible vehicle and anything vehicle related.

Mr C enjoys going out to the park, for long drives and watching vehicles and people.

The Roles and Responsibilities of the job:

Care and support – Mr C is reliant on support for all his health care needs, including personal care, medication, attending medical appointments.

Safeguarding – Mr C is a vulnerable adult and as such staff will need to protect Mr C from harm, abuse and neglect. This includes completing accurate records.

Support and behaviour/communication – staff to support Mr C with signing using Makaton sign language.



Meal and drink preparation – staff prepare all meals, drink and snacks, promoting a healthy diet.

Domestic support – maintaining Mr C's home so it is clean, completing laundry, ironing and shopping on his behalf.

Finances – Mr C requires support to manage his finances and there is a household expenditure account and petty cash that is managed by staff.

Driving the wheelchair accessible vehicle - support Mr C to access leisure, recreation and social activities in the community. Support Mr C to attend medical appointments.

Therapy - carry out rehabilitation programmes set by Physiotherapy, Psychology, Occupational Therapy, and Speech and Language Therapy.

Nighttime care - provided on a sleeping night basis with staff available to support Mr C with personal care, toileting and any issues that may arise.

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.

- Weekday Rate £15.50 per hour
- Weekend Rate (Sat-Sun) £17.00 per hour
- Night sleeper rate £102.96 per shift 11-7 (8 hours)
- 5.6 weeks annual leave per annum (pro-rata)
- 2 weeks employer's sick pay (after probation)
- Pay to attend supervision and training
- Mileage rates
- Access to Ben Holden Ltd employee assistance programme
- Access to Ben Holden Ltd discount scheme

The Work Environment

At the client's home, near to Bury St Edmunds.

No smoking environment. Staff are not permitted to smoke under any circumstances whilst in the workplace.

Confidentiality

The ability to respect the privacy of Mr C is fundamental to this position. All matters relating to their condition are to be treated as confidential and are not to be disclosed to a third party.

Person Specification

Applicants are invited who can fulfil the following criteria.

Area	Essential?	Desirable?
Skills Ability to use IT for record keeping and care planning (or a willingness to learn). Effective communication skills, written and verbal. Ability to maintain clear and concise records Able to drive	Yes Yes Yes	Yes
Experience Experience in care and support of people with a disability Experience in brain injury Experience of working with therapists in a rehabilitation setting Experience of working in the community Experience of working in people's own homes	Yes Yes Yes Yes	Yes
Knowledge and Understanding: Knowledge and understanding of safeguarding and how to promote the welfare of vulnerable groups. Flexibility in approach to care Ability to maintain clear and concise records	Yes Yes Yes	
Personality and interests Excellent communication skills Great sense of humour Ability to act on own initiative Confident to lone work if necessary	Yes Yes Yes Yes	



All successful candidates will be subject to a probation period, where their capability and competency in the above areas will be assessed.

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 the employer). This role is exempt from the Rehabilitation of Offenders Act, and it's 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) and will seek both professional and employment references before employment commences.