



Job Description and Person Specification
Support Worker / Care Team Manager
Job Ref: LS002

Job Title: Support worker for 'S'

Location: Great Yarmouth, Norfolk

Hours and Shifts Available: 16 hours per week, plus optional overtime when required

2 evening shifts of 4-hours on a Monday, Wednesday or Friday plus

1 shift of 6-8 hours on a Saturday

Employer: 'S' acting by her Property and Finance Deputy

Line Manager: Lorna Smith (case manager)

Pay: £14.00 weekdays, £15.00 weekends

Any Occupational Restrictions? *This post is only open to female staff only as it involves personal care; Occupational Requirement (Equality Act 2010, Schedule 9 Part 1)*

About S

S is in her early 20's, she lives with her family in an adapted bungalow in Great Yarmouth. S has cerebral palsy which affects her mobility, she also has learning disabilities. S is able to communicate and state her preferences. S does need some support with personal care and in keeping herself safe. S enjoys activities in the community such as bowling and bingo with support, she also attends a local day opportunity twice per week.

The role will involve supporting S in her own home and out in the community. S is looking for someone who is relatable, outgoing, confident and energetic to support her to maximise her opportunities and experiences.

The Roles and Responsibilities of the job:

Support to access the community,

- Generating ideas for places to go, discussing these with S and family and considering any risks to S prior to a trip out.
- Planning trips out including any items or finances that may be required for the trip, communicating with family as needed.
- Support to keep S safe whilst in the community, considering her vulnerability to others and road safety awareness.
- Support with managing finances whilst in the community – ensuring S stores her money securely, is given the correct change and is able to purchase items for herself with support.

Support with personal care

- Support with dressing, maximising independence where possible



- Monitoring whilst S is accessing the bath – some support with washing
- Ensuring S has privacy and dignity whilst ensuring that she is safe and supported

Support with medication

- S is mostly independent with medication, however needs some support with some medications (Full training will be given).

Support with household tasks

- Support with preparing meals, giving consideration to S safety whilst cooking and enabling her independence where possible.
- Support with managing laundry as required
- Support with tidying, general home maintenance as required

Any other appropriate tasks to support S, as directed by the case manager.

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.

- £14.00 per hour weekdays
- £15.00 per hour weekends
- £12.71 – sleeping nights (holidays)
- 5.6 weeks annual leave per annum (pro-rata)
- 2 weeks Sick Pay (or statutory sick pay)
- Pay to attend supervision and training
- Mileage rates - £0.45p per mile
- Access to Ben Holden Ltd employee assistance programme
- Access to Ben Holden Ltd discount scheme

The Work Environment

The main work environment will be in S home, the bungalow is adapted and S shares this with her parents and brother. An adaptation is currently in planning stages, this will provide S with her own separate accommodation attached to the current family home, this will enable S to develop her independence and to have her own space. The SW will also provide support in the community and the locations for this will vary. Some support may be required for S to go on holiday and/or respite on occasion.

Confidentiality:

The ability to respect the privacy of S 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. As this employment is based in the private home it is inevitable that on occasion the support workers will become privy to certain matters relating to the



personal life and business affairs of the 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?
Skills		
Ability to use IT for record keeping and care planning (or a willingness to learn).	Yes	
Effective communication skills, written and verbal.	Yes	
Able to drive and have access to a vehicle	Yes	
Experience		
Experience of working in peoples own homes		Yes
Experience working with people with a disability	Yes	
Formal Diploma / NVQ qualification of level 3 or above		Yes
Expereince in a senior / supervisory role		Yes
Knowledge and Understanding:		
Knowledge and understanding of safeguarding and how to promote the welfare of vulnerable groups.	Yes	
Personality and interests		
Outgoing, energetic and able to generate new ideas and motivate S to try new things	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.