



## **Job Description and Person Specification Support Worker**

**Job Title:** Support Worker

**Location:** Witham, Essex

**Hours Available:** Part Time

**Regular Pattern:** Tuesday 15.30-17.30 and Saturdays 09.00-17.00 (flexibility required)

**Employer:** Client's Mother

**Line Manager:** Ms Zoe Biginton, Senior Case Manager for Children and Young People

**Pay:** £16:00 per hour weekdays  
£17.00 per hour weekends

**Any Occupational Restrictions?**

No

### **About**

Lance is a 7-year-old boy who lives with his parents and sibling in Witham, Essex.

Due to sustaining a hypoxic brain injury at the time of his birth, Lance presents with the following complex neuro disabilities and complex health needs.

- Cerebral Palsy.
- Global Developmental Delay.
- Epilepsy.
- Microcephaly.
- Autistic Spectrum Disorder.

Lance requires full support to meet all his activities of daily living, regulating his mood and maintaining his wellbeing.

Lance can be supported on a 1:1 basis in his family home. In the event of engaging in activities in the community, he will require 2:1 support to ensure his safety.

Lance enjoys watching his iPad, particularly YouTube. He also enjoys cause and effect toys and visiting soft play areas and swimming.

Lance benefits from holidays with his family and would ideally have support staff who can support him on their holidays both in the UK and overseas.



Lance communicates via vocalisations gestures and guiding those supporting him to objects/matters of interest. He has a communication book which he uses intermittently. He requires, caring support workers who will take the time to understand his communication and promote his choices.

### **The Roles and Responsibilities of the job:**

- Support in the home for personal care.
- Support with eating and drinking.
- Support in managing seizures on both a day to day and in an emergency.
- Support in being administered medication both daily and PRN (as required).
- Support with communication and use of a communication aid.
- Support with mobility and keeping safe.
- Maintaining a safe environment
- Safeguarding and promoting client wellbeing.
- Support to play.
- Support to follow therapeutic programmes designed to promote independence with activities of daily living, mobility, and communication.
- Support with appropriate leisure activities within the home and community.
- Support with going on holiday.

### **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.

- £16.00 per hour weekdays
- £17.00 per hour weekends
- 5.6 weeks annual leave per annum (pro-rata)
- Sick Pay
- 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**

Lance lives in a residential area in a semidetached home, with parking available. The family have a pet cat.



The support team will be required to build a relationship with all family members as they will be frequently present in their home, with care of Lance often taking place in the lounge.

Lance lives in a smoke free home. Smoking or Vaping are not permitted in the home environment.

The family are likely to move in the future, and this will be to the Great Baddow area.

Lance has access to his own vehicle; his parents may value the assistance of support workers driving him in the future.

**Confidentiality:**

The ability to respect the privacy of Lance 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?
<b>Skills</b>		
Effective communication skills, written and verbal.	Yes	
Ability to use IT for record keeping and care planning (or a willingness to learn).	Yes	
Willing to be trained to drive client’s own vehicle in the future.		Yes
Able to follow guidance from family	Yes	
Able to work independently and part of a team	Yes	
Calming and confident in approach to support provision.	Yes	
<b>Experience</b>		
Working within a family home	Yes	
Able to adhere to a professional communication style	Yes	
Experience of supporting children with complex health needs and disabilities	Yes	

Area	Essential?	Desirable?
Ability to adhere to care plans and risk management plans	Yes	
Experience of working with children who may exhibit behaviours that challenge	Yes	
<b>Knowledge and understanding</b>		
Knowledge and understanding of safeguarding and how to promote the welfare of vulnerable groups.	Yes	
Understanding of professional boundaries when collaborating closely with people in their own homes.	Yes	
Knowledge of the local area and activities and events for children with additional needs.		Yes
Understanding of how children can be impacted by cerebral palsy and autistic spectrum disorder	Yes	
<b>Personality and interests</b>		
Reliable and supportive	Yes	
Flexible in approach to work	Yes	
Professional and patient	Yes	
Kind, friendly and approachable	Yes	
<b>Values that are important to the family</b>		
Patience	Yes	
Honesty	Yes	
Enthusiasm	Yes	
Kindness	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 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) and will seek both professional and employment references before employment commences.*

