



## **Job Description and Person Specification JF008**

### **Job Title:**

Support Worker to Mr. S

### **Location:**

Kings Lynn (South), Norfolk

### **Hours and Shifts Available:**

Mr. S has weekday daytime support only.

#### Hours:

09.30 or 10.00 to either 17.00 or 17.30 one day a week (7.5 hours)

12.45 to 16.45 every Tuesday (4 hours)

Current vacancy is for one part time support worker for 11.5 hours per week (overtime to cover for staff holidays will be available).

### **Employer:**

Financial Deputy on Mr. S's behalf.

### **Line Manager:**

Case Manager

### **Pay:**

- £17.01 per hour for weekdays
- 50p per mile mileage, plus for travel to and from place of work (up to 25miles per shift)

### **Any Occupational Restrictions?**

No restrictions.

### **About Mr. S**

Mr. S is in his 60's and lives near to King's Lynn with his wife and son.

He suffered a stroke because of an accident at work. As a result, he has physical, cognitive and communication impairments. He is proactive with his rehabilitation, working towards greater independence, but continues to need help with some daily living skills, therapy tasks, activities outside of the home including attending groups, gym and swimming, communication and engaging in his previous hobbies. He requires 24-hour supervision. Mr. S's wife provides significant support in addition to the employed care team.

There is an established team in place providing support three days per week.

Mr. S currently has a busy timetable of therapy and activities he undertakes.



Applicants must be able to drive to be able to support his timetable of activities.

Mr. S requires support with the following:

- Visual impairment;
- Communication;
- Cognitive skills;
- Everyday living skills;
- Therapy tasks and practice of therapy between sessions;
- Activities including attending the gym and swimming;
- Participation with his hobbies e.g. art / gardening / model making / DIY

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

- To ensure Mr. S' well-being and happiness.
- To maintain a safe environment.
- To provide support as directed by the care plan, being aware of any guidelines, rehabilitation programmes and risk assessments.
- To assist with mobility needs, both within the home and in the community (Mr S uses a walking stick when outdoors).
- To assist with therapy programmes under the direction of the clinical team (Physiotherapist and Speech and Language Therapist).
- To support Mr S to identify and research activities and events he would like to attend.
- During activities in the community, to act as a companion/buddy and to help Mr. S engage in all activities and conversation as appropriate.
- To drive Mr. S when attending community activities.
- To liaise with the family and Case Manager about progress.
- To advise the Case Manager and family of any concerns regarding Mr S. physical or psychological health and liaise with the GP if necessary.
- To keep clear and accurate records of care and support provided on our electronic care system (training provided).
- To use initiative, particularly when unforeseen events occur, and family are not directly available to provide advice or guidance.
- To attend supervision meetings and training sessions, as requested.

A Brain Injury Case Manager assists Mr. S and his wife to access the help he needs and provides on-going supervision to the support workers, as well as organising training, advice, and dealing with the provision of on-going rehabilitation needs.

**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 Care 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.

- £17.01 per hour
- 50p per mile towards travel to work (up to 25 miles per shift)
- Double pay for Bank Holidays worked (not normally required)
- 5.6 weeks annual leave per annum (pro-rata)
- 2 weeks employer sick pay
- Auto enrolment in a workplace pension scheme if applicable
- Pay and expenses to attend supervision and training
- Mileage rates for use of own vehicle when driving Mr S (50p per mile)
- Access to the Ben Holden Ltd employee assistance programme
- Access to Ben Holden Ltd employee discount scheme

### **The Work Environment**

Mr. S lives in the family home with his wife and adult son.

Mr. S is a non-smoker, Mrs. S smokes but does not smoke in the family home when staff are present so exposure to smoke is minimised. Staff are not permitted to smoke when on shift.

The family have two cats in the home – staff must be accepting of this.

All the above will be fully explained to the successful candidates at the time of employment in the Terms and Conditions of Employment.

### **Confidentiality:**

The ability to respect the privacy of Mr. S is fundamental to this position. All matters relating to his 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>		
Ability to use simple IT for record keeping and care planning (or a willingness to learn).	Yes	
Effective communication skills, written and verbal.	Yes	

<p>Able to drive, confident driver both local and longer distances with own vehicle (and able to use this for work).</p> <p>Ability to motivate and encourage Mr. S to further develop his independence and reach his full potential.</p> <p>Willingness and enthusiasm to take part in activities that Mr. S chooses.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Area	Essential?	Desirable?
<p><b>Experience</b></p> <p>Experience of working in peoples own homes.</p> <p>Experience of working with clients who have suffered stroke or other neurological disorders (in paid or un-paid roles).</p> <p>Experience in “enablement”, rather than “caring” roles (in either paid or unpaid roles).</p> <p>Experience of supporting people with speech difficulties (in either paid or unpaid roles).</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>Knowledge and Understanding:</b></p> <p>Knowledge and understanding of safeguarding</p> <p>An understanding of Acquired Brain Injury and the resulting deficits.</p> <p>An understanding of “enablement” or rehabilitation in the home environment.</p> <p>An understanding of working in Health and Social Care environments, and of the boundaries and standards required.</p> <p>An interest in various exercise activities including gym and swimming.</p> <p>An interest in general knowledge, history, geography and current / world affairs.</p> <p>An interest in art-based activities including painting and model making.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>



An interest in gardening and home maintenance / DIY	Yes	
<b>Personality</b>		
Common sense and practical approach.	Yes	
Able to think outside the box and be resourceful / inventive in terms of activities.	Yes	
Patient and supportive nature.	Yes	
Good sense of humour.	Yes	
Good organisational ability.	Yes	
Ability to facilitate, but not take over tasks.	Yes	
Kind, friendly and approachable.	Yes	
Willingness to learn and keep knowledge up to date	Yes	
Flexible and able to work alone, and as part of the larger team around Mr S.	Yes	

*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) as well as evidence of your right to work in the UK.*