



Job Description and Person Specification
Support Worker
Job Ref: LP004

Job Title: Support Worker

Location: CB6, Near Ely, Cambs

Hours Available: An average of 30+ hours per week.

Shift Pattern: A range of shifts, typically a combination of day (8.30am-3.30pm) and afternoon/sleep-in night shifts (3.30pm-8.30am) during term-time, and different shift patterns in holiday times. Flexibility on hours is essential to meet varying needs.

Employer: G's Parents

Line Manager: Ben Holden Ltd Case Manager

Pay:

- Weekday Daytimes £15.46p/hr
- Weekend Daytimes £16.65p/hr
- Night sleep (8hrs) Monday-Thursday £101.68 per night
- Night Sleep (8hrs) Friday-Sunday £108.16 per night

About G:

G has Down's Syndrome. G is mobile. G has low muscle tone and loose ligaments, sensory integration issues and impaired fine motor control. G has a severe learning disability and complex needs. G is doubly incontinent.

G is non-verbal and has feeding difficulties. Since G has no speech, he has to be encouraged to communicate, staff encourage G to communicate using Proloquo (Augmentative and Alternative Communication App).

G has a very enriched and stimulating life, he has a good sense of humour and enjoys being part of a social group and watching and being part of the day to day comings and goings of life. G is very attached to his iPad.

G enjoys outdoor activities, watching movies at home and he going to live musical shows and theatre during the pantomime season. G loves playing music, often repetitively. He enjoys movement to music, discos and watches shows like Strictly Come Dancing. G enjoys swimming, staff need to be confident swimmers. G needs his staff to encourage his independence in most of his activities.

G is very visually motivated and he likes to revisit the places he has visited by finding them on Google Earth, staff need some basic IT skills.



The Roles and Responsibilities of the Job:

The role is to support a young adult (G) who has severe learning disabilities and complex needs with everyday living in his own home, out in the community and away on holiday.

The overarching objective is to achieve a full, rounded and varied life which is ultimately satisfying and engaging for G, enabling him to reach his best potential.

The care needs to be person-centred whilst always encouraging G's independence and communication skills. The aim is to nurture a sense of purpose, belonging and good self-esteem for G.

You will be part of a small team of carers whose duties include all personal care of G (in health and sickness) and domestic tasks and support of lifelong learning and development through a full weekly calendar of activities such as shopping, social interactions and leisure pastimes like swimming, walking in the countryside, cinema, watching movies, gardening, targeted therapies, or visiting funfairs.

You will mostly work individually with G on a one-to-one basis, handing over with other staff/G's parents at the beginning and ends of shifts, writing a summary of each shift with the aim of informing the rest of the team. Some activities away from home need 2:1 support, so it is necessary to be able to work as a small team with others.

Working hours are in shifts spanning seven days a week, working around G's educational and social placements. The work rota will include night shifts at the family home. Flexibility with regard to working hours is essential because G's care patterns change due to term/holiday time, illness or other unexpected events.

Health and Wellbeing:

- Ensure G's standard of personal hygiene is consistently high and that he is tidy and dressed appropriately - assisting with all personal care including toileting, changing pads, washing, choosing clothes, dressing G, brushing teeth, shaving, identification of medical needs and safe administration of medication.
- Ensuring that dignity, respect and privacy is maintained. This will from time to time include periods of support when G is ill.

Daily Living Skills:

- Keeping G's living environment to a consistently high standard of cleanliness and tidiness, involving G with support and encouragement where appropriate.
- Preparing meals appropriate for G to eat, including him in choice and preparation as far as possible, working to a set feeding programme, preparing appropriate packed lunches for trips/days out.
- Changing bed linen and laundry for G,
- Encouraging G to be more independent in his own home and ensuring "home management skills" taught at college transfer to the home environment.



- Team members are expected to plan their time with G to help him meet his goals for lifelong learning.

Leisure and Social Activities:

Providing structure and supporting general and developmental activities to:

- Support G to participate in a full, active and structured week of activities to include his therapeutic, educational and leisure activities;
- Support G to access, participate and engage in community activities;
- Facilitate communication and social contact, encouraging use of AAC in all contexts;
- Think creatively about ideas for developmental activities in the home and community and support G in carrying them out, sourcing new activities;
- Facilitate G to develop his independent living skills and achieve lifelong learning.

Administration & Record Keeping:

- Use of an electronic care plan for completion of daily care notes
- Completion of medication records
- Contributing to risk assessments for activities
- Making learning materials, such as symbol cards or schedules which support G's understanding of situations or learning.
- Keeping a record of your own working times on a timesheet.

Safeguarding

- Being aware that G is vulnerable to abuse or exploitation.
- Making sure G's rights are upheld and G is treated with consideration and respect.

Your Personal Development.

- Attending and fully participating in training for maintaining skills and knowledge and for ensuring best practice is achieved.
- Attending training and development as directed by G's parents or the case manager.
- Attend and engage in team and one-to-one review and briefing meetings.

General

- Flexible to respond to emergencies and illness by providing cover for other staff
- Undertake activities which present themselves not specified above but which are in line with the general level of responsibility of the post.

Pay and Benefits

- Weekday daytime hours @ £15.46 p/hr
- Weekend daytime hours @ £16.65 p/hr
- Night sleeper duties (Monday – Thursday 8 hours) £101.68 per night



- Night sleeper duties (Friday – Sunday 8 hours) £108.16 per night
- Night rates above are for sleeping nights. Premium paid for waking nights (Day rate plus £1 per hour)
- Double pay for all Bank Holiday daytime hours.

Other Benefits

- 5.6 weeks paid annual leave pro rata.
- Auto enrolment in a workplace pension scheme as applicable.
- Pay to attend biannual reviews/team meetings.
- Pay and expenses when required to attend training courses as requested by employer.
- Mileage and expenses when taking G out for trips.
- We pay for Carers Card subscription, giving you access to employee benefits such as discounts and a wellbeing support service.

The Work Environment

You will be working predominantly at G’s home and out in the community. G lives in a house that he shares with his parents.

He has his own dedicated wing comprising G’s bedroom and adjoining adaptive fully equipped wet room, a bedroom and ensuite for staff when they are on nights and a kitchen/dayroom and therapy room. There is use of an indoor, heated, year-round swimming pool, large garden, bucket swing, sensory & therapeutic garden and a vegetable patch.

G’s home is strictly no smoking, and staff are not permitted to smoke at any time while on shift and will need to present for work not smelling of smoke.

G’s family expects to have cats in their home. Staff need to be aware that the cats would roam freely in the home and garden.

Confidentiality

The ability to respect the privacy of G 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 should fulfil the following criteria:

Area	Essential	Desirable
Skills		

Area	Essential	Desirable
Ability to use IT for record keeping, care planning, creating learning materials and communication with G (or a willingness to learn).	Yes	-
Effective communication skills, written and verbal.	Yes	-
Able and willing to drive and use own car for support.	Yes	-
Able to adapt learning for the individual	Yes	-
Communicate effectively with G (who is non-verbal)	Yes	-
Ability to assess situations for risk and have a plan for managing them	Yes	-
Ability to advocate for others	Yes	-
Ability to facilitate and promote independent living skills	Yes	-
Ability to swim confidently	-	Yes
Ability to engage with personal care in and outside of the home environment, which can be physically demanding.	Yes	-
Experience		
Care or support experience, including specifically hands-on personal care.	-	Yes
Worked with children or adults with disabilities	-	Yes
Worked with children or adults with non-verbal communication methods, including using Makaton, symbols & photos and communication technology	-	Yes
Knowledge and Understanding		
Knowledge and understanding of safeguarding and how to promote the welfare of vulnerable group (training would be given)	-	Yes
Knowledge of the Mental Capacity Act and how to apply this to working with adults with additional needs.	-	Yes
Knowledge of the local area and activities and events for people with additional needs.	-	Yes
Understanding of professional boundaries when working closely with people in their own homes.	Yes	-
Understanding the need to follow professional guidance and care/support plans.	Yes	-
Diploma in Health and Social Care Level 2 or equivalent.	-	Yes
Personality and interests		

Area	Essential	Desirable
Confidence to lone work.	Yes	-
Friendly personality, with an ability to build relationships with G, family, team, therapists and employers.	Yes	-
Naturally caring and empathetic	Yes	-
Enjoys working with people with disabilities, as a team and when lone working	Yes	-
Patient – giving G time to process and respond	Yes	-
Resourceful and innovative in solving problems and trying new strategies	Yes	-
Self-organised; ability to plan for and arrange activities.	Yes	-
Someone who is fun and responds to G's sense of humour	Yes	-
Values that are important to the family		
Flexibility – G attends college so the support he requires differs during term and holiday time.	Yes	-
Care, patience and empathy.	Yes	-
Dignity and respect.	Yes	-
Reliability and responsibility	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.