



Job Description and Person Specification
Support Worker
Job Ref: HJ011

Job Title: Support Worker to 'A'

Location: Near to Bury St Edmunds, Suffolk. (Approx 4 miles)

Hours Available: Full Time and Part Time and Relief available.

Shift Pattern:

2:1 Support

8am to 8pm or 8am to 6pm weekdays and weekends

Sleeping nights as required.

Additional hours may also be available to cover annual leave and sickness.

'A' also likes to take occasional short breaks and requires additional day time and sleeping night support, however, this would be through negotiation and agreement.

Employer: 'A' acting by her Financial Deputy.

Line Manager: Team Leader

Pay:

£15.70 per hour weekday daytime hours

£17.13 per hour weekend daytime hours

Sleeping nights £122.10 per sleeping night (based on a 10-hour sleeping night)

Any Occupational Restrictions?

This post is open to female staff only as it involves personal care. Occupational Requirement (Equality Act 2010, Schedule 9 Part I).

About A

'A' is as an outgoing and determined young person with a wicked sense of humour.

'A' is 22 years of age.

'A' has cerebral palsy and is very skilled in using her electric wheelchair to get around independently. She also has a Motability vehicle which is driven by her support team. Being able to get out about is really important to 'A'. She has a full and active week and a very busy social life.

'A' lives in her own house and she lives with her mother in a spacious and adapted bungalow. 'A's mother is an active part of her support, and they enjoy life together and they also acknowledge their need for space and independent lives.

'A' needs support with her personal care; medication; mobility and transfers; and eating and drinking, she will also sometimes need support to regulate her emotions and to fully consider risks and consequences in day-to-day life and in the more adventurous activities she wishes to pursue.

'A' has good verbal communication and is able to make her needs known, although it can sometimes take new people a little time to become familiar with her speech. 'A' is usually patient while people get used to her and will repeat herself if requested to do so. She would rather you tell her that you don't understand what she has said than pretend you have and get it wrong.

'A' is very adventurous and likes to experience life at its fullest. She has completed many challenges and does not let her physical needs defeat her. Her life motto is life is definitely for living and where there is a will there is a way. 'A' will want you to be involved in making goals happen and will welcome an active participant to experience it with her, but she is also happy for you to be her cheerleader and encourage her from a safe distance so long as you are cheering her on loudly, waving and taking lots of photos!

'A' also likes to go on short breaks and holidays and will need her support team to go with her on these adventures. When not super busy 'A' also likes to have her hair and nails done and really likes to have a nice, relaxing spa session or a girlie night in.

To enable 'A' to maximise her opportunities and experiences, she is looking to employ several more support workers to her team who can work flexibly and be able to provide direct hands-on support and also be able to take a step back when needed to allow her to be independent. 'A' is supported on a 2 to 1 ratio during daytime hours.

The Roles and Responsibilities of the job:

As above, 'A' shares her home with her mum and therefore sensitivity to the family home environment is crucial.

- All personal care including washing, dressing, toileting, skin, teeth, nail and hair care.
- Assisting with her mobility, including assisting her to transfer using hoisting/stand aid equipment – all training will be provided.
- Supporting with eating and drinking and all other areas of day-to-day life.
- Supporting 'A' to be ready for her day and to plan and organise her schedule with her.
- Encouragement and assistance with therapy regimes and being involved in appointments, feedback and working with therapists.
- Promoting purposeful, structured time both at home and in the community as well as supporting her with her leisure and social activities.
- Promoting independence.
- Supporting 'A' with her goals, activities, holidays and short breaks.
- Supporting her with hydrotherapy (you will need to be in the pool and be an active supporter)



- Supporting 'A' with horse-riding activities.
- Driving 'A' in her vehicle and supporting her whilst in the vehicle.
- Accompanying 'A' to medical, therapy or other appointments when needed.
- Assisting/supporting with safe medication administration.
- Support 'A' to maintain contact with other member of her family and friends and facilitate visits.
- Supporting 'A' to maintain appropriate boundaries in her life and in her relationships.
- Risk assessment and management with other team members.
- Maintaining accurate records.

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.

- £15.70 per hour weekdays daytime hours
- £17.13 per hour weekend daytime hours
- Sleeping nights £122.10 per sleeping night (based on a 10-hour sleeping night)
- 5.6 weeks annual leave per annum (pro-rata)
- 2 weeks employer sick pay
- Pay to attend supervision and training
- Mileage rates for use of own vehicle.
- Access to Ben Holden Ltd employee assistance programme
- Access to Ben Holden Ltd discount scheme

The Work Environment

'A' lives in an adapted bungalow which she shares with her mum, and their pet dog.

Family is important to 'A', and she is close to grandparents and fathers' family. Visits are generally pre-arranged, however at times these can be spontaneous.

Confidentiality:

The ability to respect the privacy of 'A' 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 and willing to drive.	Yes	-
Confident in a swimming pool.	Yes	-
Able to work alongside A, family and professionals involved to ensure a team approach to the support provided.	Yes	-
Ability to problem solve and work in a flexible way.	Yes	-
Person centred working	Yes	-
Experience		
Experience of working with people with cerebral palsy and learning disabilities.	Yes	-
Experience of working in people's own home and with family.	Yes	-
Experience of working with people with personal care needs, mobility needs and communication needs.	Yes	-
Experience of working with people who sometimes show emotional dysregulation.	Yes	-
Experience of completing risk management plans	Yes	-
Knowledge and Understanding		
Knowledge and understanding of safeguarding and how to promote the welfare of vulnerable groups.	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	-

Area	Essential?	Desirable?
Diploma in Health and Social Care Level 2 or equivalent.	Yes	-
Personality and interests		
Enjoys swimming, shopping and being active	Yes	-
Likes animals specifically dogs and horses.	Yes	-
Likes to plan and organise activities and holidays.	Yes	-
Good sense of humour	Yes	-
Being positive, patient and personable, approachable and calm.	Yes	-
Values that are important to the family		
Flexibility and open communication.	Yes	-
Confidentiality and trustworthy.	Yes	-
Being a non-smoker.	Yes	-
Being an animal lover.	Yes	-
Being on time.	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.