



Job Description

Post:	Relief Support Worker
Hourly rate:	£7.98 - £9.07 for East Court and Northcroft £8.20 - £9.30 for Ferndale and St.Chads
Work pattern:	Flexible, will include days, evening, weekends and sleepovers
Hours per week:	0
Responsible to:	Registered Home Manager

Job purpose and objectives

Relief support workers work alongside the dedicated and work a variety of shifts including weekends and sleepover duties, mainly covering annual leave and sickness absences.

Support workers are responsible for supporting residents in all aspects of their daily lives, at home and in the community, to live valued, interesting and fulfilling life styles, enabling them to develop the skills to become as independent as possible.

Accountability

Relief support workers are responsible to the Home Manager.

Main responsibilities

Relief support workers are responsible for carrying out all the duties within the scope of their responsibility, as delegated or supervised by the Home or Deputy Manager or Senior Support Workers.

To adhere at all times to Orchard Vale Trust operational policies and procedures.

To adhere at all times to the Orchard Vale Trust Staff Handbook and the Skills for Care code of conduct.

General duties

To implement all areas of the resident's care plans (e.g. teaching, behavioral, personal care etc.)

To Support residents in a full range of activities at home and in the community

To attend all relevant meetings and contribute ideas and information with the team to assessments, interventions, projects, etc.

To implement all agreed tasks and time tables etc., working within the home systems and structures to support the natural rhythms and routines of the home, therefore maximising the residents participation in the activities of the home and the community.

To accurately complete all relevant records.

To help maintain a safe working environment, by implementing Health and Safety and any other relevant policies and procedures and reporting any issues to management.

To carry out any domestic tasks that is not part of the residents' daily programs.

To maintain and improve relationships between staff, residents, relatives, neighbours, the community and all significant people in their lives.

To work with manager and team in promoting a positive image of the residents and Orchard Vale Trust in the community.

To provide first aid as required.

To brief incoming shifts at handovers, attending handovers and in good time so that relevant issues may be dealt with

To maintain confidentiality at all times.

To work allocated shifts as per the duty rota to meet the resident's needs.

To cover sleep-over duties as detailed on the duty rota

To undertake any other duties commensurate with the post and the level of responsibility identified.

Personal

To identify own training needs and agree to objectives through supervision/meetings with peers, deputy and manager.

To keep up to date with relevant practices.

To participate in a 12 month appraisal (IPR) to clarify the purpose of the job, revise, and review personal development plans

To undertake any training needs identified, either at work or with other agencies

To undertake any refresher courses necessary to maintain competence

Person Specification

Qualification / Experience

Preferred:

- A minimum of two years learning disability or comparable care experience
- An NVQ Level 2 in Health & Social Care
- Knowledge of Care Planning
- Experience of being a Key Worker

Abilities and Aptitudes

Essential:

- An ability to relate to residents and their needs
- An ability to maintain and promote residents capabilities
- An ability to form good working relationships with other staff
- Sensitively build, develop and maintain trusting relationships with residents
- Ability to work unsupervised and exercise an appropriate degree of initiative
- Ability to liaise with a variety of suppliers/family members/customers
- Effective verbal and written communication skills
- Excellent planning and organisational skills
- Follow guidelines, policies, procedures and care programs

Personal Qualities

Essential:

- Warm with a sense of humour
- Flexible
- Reliable
- Professional and confident
- A commitment to the philosophy and practice of community care
- An interest in and empathy for people with a learning disability

Motivation and Expectations

Essential:

- Acceptance of different attitudes
- A willingness to learn and undertake further training
- A positive upbeat approach