



## Job Description

<b>Post:</b>	1:1 Support Worker
<b>Service:</b>	The HIVE – Day Service
<b>Location:</b>	Unit 17, Lodge Hill Industrial Estate, Westbury-sub-Mendip, Wells, BA5 1EY.
<b>Pay scale:</b>	£ 8.75 per hour
<b>Work pattern:</b>	<b>15 hours:</b> 2 x 7.5 hour days Wednesday and Friday. <b>22.5 hours:</b> 3 x 7.5 hour days Tuesday, Thursday and Friday.
<b>Hours per week:</b>	15 hours / 22.5 hours
<b>Responsible to:</b>	Partnerships Manager
<b>Responsible for:</b>	Supporting service users in all aspects of their activities and daily sessions.

### Overall Purpose and Objectives

This role is responsible for supporting service users in all aspects of their activities and daily sessions at the HIVE and in the community, to live valued, interesting and fulfilling life styles, enabling them to develop the skills to become as independent as possible.

This role will provide 1:1 support to the individuals they are assigned to for the whole day through a range of activities at the HIVE and in the community. This role will then ensure correct implementation of the service users' care plans and one page profile.

There are two jobs available in this role. Whether applying for the 15 hours per week or the 22.5 hours per week role, the hourly rate, Job Description and Person Specification are the same.



## **Main Duties, Responsibilities and Accountabilities**

### **Main Responsibilities**

1. Support Workers are responsible for carrying out all the duties within the scope of their responsibility, as delegated or supervised by the Partnerships Manager.
2. To adhere at all times to Orchard Vale Trust operational policies and procedures.

### **Conduct**

1. To act at all times in a manner that reflects and promotes stated values and philosophy of the Hive and Orchard Vale Trust.
2. To take no action or make any omission that would endanger either the wellbeing or reputation of either service users or The Hive/Orchard Vale Trust as an organisation.
3. To report to the manager any situation or event which compromises either of the above.

### **General Duties**

1. To implement all areas of the service users' care plans and one page profile.
2. To act as 1:1 support to the individuals they are assigned to for the whole day.
3. To support an individual service user in a full range of activities at the Hive and in the community.
4. To attend all relevant meetings and contribute ideas and information with the team to assessments, interventions, projects, etc.
5. To implement all agreed tasks and time tables etc., working within the systems and structures to support the activities and sessions that run at the Hive
6. To accurately complete all relevant records.
7. 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.



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8. To carry out any domestic tasks that are not part of the service users' daily programmes, such as clean down at the end of the day.
9. To maintain and improve relationships between staff, residents, relatives, neighbours, the community and all significant people in their lives.
10. To provide first aid as required.
11. To brief incoming shifts at handovers.
12. To maintain confidentiality at all times.
13. To undertake any other duties commensurate with the post and the level of responsibility identified.

## **Personal**

1. To identify own training needs and agree to objectives through supervision/meetings with peers, seniors and manager.
2. To work with manager and team in promoting a positive image of the service users and Orchard Vale Trust in the community.
3. To propose ideas and initiatives to the manager with a view to continuing to improve the service.
4. To keep up to date with relevant practices.
5. To attend handovers and in good time so that relevant issues may be dealt with.

## **Individual Performance Reviews**

1. To participate with the management in a 12 month appraisal (Individual Performance Review) to clarify the purpose of the job, revise, and review personal development plans. To implement personal development plans.

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## **Training**

1. To successfully undertake the in-house induction training program.
2. To successfully undertake the Care Certificate induction training.
3. To attain core competencies as designated by the service and Manager.
4. To undertake any training needs identified, either at work or with other agencies.
5. To undertake any refresher courses necessary to maintain competence.

## **Covid-19**

1. In the case of a lockdown to be prepared to go to support the assigned 1:1 service user in activities of their choice at their own home or out in the community.
2. To support the Manager in risk assessing the 1:1 activities.
3. To take part in deep cleans before and after activities, or when out in the assigned vehicle.
4. To agree and adhere to, all relevant guidelines and regulations in line with COVID-19 and protecting both the staff and the service users.



### Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>Assessed</u>
Qualifications/ Experience	-	<p>Experience of working with people with a learning disability</p> <p>Experience of challenging behaviour</p> <p>Knowledge of Care Planning</p> <p>Experience of being a 1:1 Support Worker</p>	<p>Application/CV</p> <p>Interview</p>
Skills	<p>An ability to relate to service users and their needs</p> <p>An ability to maintain and promote service users' capabilities</p> <p>An ability to form good working relationships with other staff</p> <p>Sensitively build, develop and maintain trusting relationships with service users</p> <p>Ability to work unsupervised and exercise an appropriate degree of initiative</p> <p>Ability to liaise with a variety of professionals &amp; family members</p> <p>Effective verbal and written communication skills</p>	-	<p>Application/CV</p> <p>Interview</p>



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	<p>Excellent planning and organisational skills</p> <p>Follow guidelines, policies, procedures and care programmes</p>		
Qualities	<p>Warm with a sense of humour</p> <p>Flexible</p> <p>Reliable</p> <p>Professional and confident</p> <p>A commitment to the philosophy and practice of community care</p> <p>An interest in and empathy for people with a learning disability</p>	-	<p>Application/CV</p> <p>Interview</p>
Motivations and Expectations	<p>Acceptance of different attitudes</p> <p>A willingness to learn and undertake further training</p> <p>A positive upbeat approach</p>	-	<p>Application/CV</p> <p>Interview</p>

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