



Job Description

Post:	Relief Support Worker
Service:	Day Service
Location:	The Hive – Westbury-Sub-Mendip
Pay scale:	£8.91 – £9.30 per hour
Hours per week:	Zero hours contract - typical working day is 9:00 am to 4:30 pm from Monday-Friday.
Responsible to:	Service Manager

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.

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 Home or Deputy Manager or Senior Support Workers.
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 support the individuals or individual they are assigned to for the whole day.
3. To support service users 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.
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.

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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 to clarify the purpose of the job, revise, and review personal development plans.
2. To implement personal development plans.

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Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</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 Support Worker</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 & family members</p> <p>Effective verbal and written communication skills</p> <p>Excellent planning and organisational skills</p>	-



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	Follow guidelines, policies, procedures and care programmes	
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>	-
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>	-

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