



Relief Support Worker Wookey, Wells

Zero hours contract

Salary: £9.06 - £9.79 per hour

**7 weeks annual leave
Workplace pension**

How would you like to work in a place where no day is the same?

Orchard Vale Trust is a Registered Charity founded over 30 years ago to support adults with learning difficulties; we currently provide Residential, Day and Community Services.

An exciting opportunity for a positive and motivated person to join our team in Wookey has arisen. Your role will be to provide personalised support to individuals; supporting them to manage their home and make positive life choices to move forward in their home and community.

We are looking for someone with an upbeat attitude, who can be flexible to ensure the support team at East Court can maintain continuity through various staff absences.

Previous experience of working with people with learning disabilities, challenging behaviour and complex needs would be an advantage, but not necessary as full guidance, support and a comprehensive induction programme will be provided. You will also be offered sponsorship to obtain professional qualifications after six months of employment.

To apply for this position please send your CV to: sarah.curnow@orchardvaletrust.org.uk

All applicants must hold a full UK driving licence.

All successful candidates will be subject to an enhanced DBS check which will include a check against the Barred adult list and references. For further details please visit our website www.orchardvaletrust.org.uk

COVID-19 considerations:

All staff are trained and provided with sufficient PPE. You will be expected to wear surgical face masks for the duration of your shifts. Staff undertake regular LFT testing.

Patron: Dame Judi Dench
Registered Charity Number: 326940



Job Description

Post:	Relief Support Worker
Service:	Residential
Location:	East Court, Wookey
Pay scale:	£9.06 – £9.79 per hour
Hours per week:	Zero hours contract
Responsible to:	Home Manager
Application:	Please send your CV to sarah.curnow@orchardvaletrust.org.uk

Overall Purpose and Objectives

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.

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



General Duties

1. To implement all areas of the resident's care plans (e.g. teaching, behavioral, personal care etc.)
2. To act as a Key Worker for a resident
3. To Support residents in a full range of activities at home 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 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.
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 is not part of the residents' daily programs.
9. To maintain and improve relationships between staff, residents, relatives, neighbours, the community and all significant people in their lives.
10. To work with manager and team in promoting a positive image of the residents and Orchard Vale Trust in the community.
11. To provide first aid as required.
12. To brief incoming shifts at handovers, attending handovers and in good time so that relevant issues may be dealt with
13. To maintain confidentiality at all times.
14. To work allocated shifts as per the duty rota to meet the resident's needs.
15. To cover sleep-over duties as detailed on the duty rota

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16. 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, deputy and manager.
2. To keep up to date with relevant practices
3. To participate in a 12 month appraisal (IPR) to clarify the purpose of the job, revise, and review personal development plans
4. To undertake any training needs identified, either at work or with other agencies
5. To undertake any refresher courses necessary to maintain competence

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	<ul style="list-style-type: none"> • Experience of working with individuals that have complex needs and challenging behaviour 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	



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Qualities	<ul style="list-style-type: none">• 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	
Motivations and Expectations	<ul style="list-style-type: none">• Acceptance of different attitudes• A willingness to learn and undertake further training• A positive upbeat approach	

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