

Date:

Dear Applicant

Re: Vacancy: Support Worker, Reference: AJCM/LP/SK/SW0322

Thank you for applying for the above positions and please find the recruitment pack as requested.

All applicants who are invited for interview will be asked to provide documentary evidence confirming their right to work in the UK and posts offered are subject to two excellent references and successful DBS checks and enhanced disclosure. All applications are dealt with the utmost sensitivity and confidentiality.

No job applicant receives less favourable treatment on the grounds of age, disability, gender and transgender status, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

Please note that AJ Case Management Ltd is assisting the client to recruit and employ a Support Worker. AJ Case Management is not the employer. Your employer will be your client via their representative.

We look forward to receiving your application.

Yours sincerely

AJ Case Management Recruitment Team

[ajrecruitment@ajcasemanagement.com](mailto:ajrecruitment@ajcasemanagement.com)



## Contents:

1. Summary of Vacancy
2. Advert
3. Meet the Client
4. Job Description
5. Person Specification
6. Job Specification

## 1. Summary of Vacancy

Ref: AJCM/LP/SK/SW0322

Role: Support Worker

Hours: 36 hours per week (rota to include days, nights and weekends)  
x 2 posts

Contract: Permanent Position

Rates: £12.50 per hour week days  
£14.50 per hour weekends

Closing Date: TBC

Employer: Please note that AJ Case Management Ltd is assisting the client to recruit and employ a Support Worker.

**AJ Case Management is not the employer.**

Contact: [ajrecruitment@ajcasemanagement.com](mailto:ajrecruitment@ajcasemanagement.com)

## 2. Value Based Advert

### **Community Support Worker – Cannock**

**Permanent – 36 hours per week @ £12.50 - £14.50 per hour**

**We are supporting our client to find best person for their Community Support Worker role.**

This is an exciting opportunity to support a man with a brain-injury living in the community in their own home.

This position does involve personal care.

The successful candidate must be able to demonstrate core values that align with our clients to:

- ✓ **Demonstrate a willingness to learn**
- ✓ **Demonstrate living life to the full**
- ✓ **Demonstrate their honesty and integrity**

#### **Essential Requirements Include:**

Ability to work using their own initiative, excellent verbal, non-verbal and written communication skills.

#### **Preferred:**

Previous experience in a similar role, flexibility to work the hours agreed, full driving licence, a positive attitude, a caring disposition and an excellent sense of humour.

---

This is a fantastic opportunity to make add real value to the client's life. In addition, your commitment and attention will be rewarded with excellent rates of pay and a great deal of job satisfaction.

Please note that employment will be subject to excellent references and an enhanced DBS disclosure being obtained.

**Closing Date: TBC**

For more details, Email: [apply@ajspecialistrecruitment.com](mailto:apply@ajspecialistrecruitment.com) and quote ref: AJCM/LP/SK/SW0322

#### **Equality, Diversity and Inclusion Commitment**

No job applicant receives less favourable treatment on the grounds of age, disability, gender and transgender status, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

AJ Specialist Recruitment work for clients who directly employ their own Community Support Workers and we aim to Bring the Best support to them and the best jobs to you!

Find out more on our web page – [www.ajspecialistrecruitment.com](http://www.ajspecialistrecruitment.com)

Unfortunately, due to volume we cannot respond to all applicants directly and successful applicant will hear from us within 3 weeks of closing date.

### 3. Meet the Client

Hi, I am 44 years old.

I enjoy music, good humour,  
social contact, being active,  
community based activities,  
therapy activities, TV

I need help with all ADL's and  
with my daily therapy activities

I don't like!  
People not following my  
routines as they are very  
important to me.

(If the applicant also has those interests, or similar interests, this should be detailed on the application form).

## 4. JOB DESCRIPTION

**JOB TITLE:** Support Worker

**REPORTS TO:** Employer/Case Manager

### **MAIN SCOPE OF THE JOB:**

This role involves support that is personalised for that individual in the form of a support plan. Support duties will therefore include assisting the client in their daily life and includes a variety of duties.

### **DUTIES PERFORMED:**

#### **Shift Duties May Include:**

- Supporting the client in their own home
- Supporting the client to access the local community
- Supporting the client with meal preparation
- Supporting the client with diary management
- Supporting the client with their health and fitness
- Supporting the client with therapy activities
- Supporting the client on holidays in UK
- Supporting client to manage their budget
- Writing daily records
- Keeping records of financial transactions

#### **STAFF**

- To comply with relevant legislation and operational guidelines. To maintain standards of care and report to the employer any breaches in professional practice. Refer to employers Policy and Procedure file for all legislation and operational guidelines.
- Participate fully with your manager in supervision and appraisal for your personal and professional development.
- Attend regular meetings to ensure that quality of support and care is provided to meet the client's care and therapy needs.
- In conjunction with your manager ensure that a personalised support plan is in place and recommendations followed. This plan should be reviewed and updated regularly and in accordance with policies and procedures.

- In conjunction with your manager ensure that recording and reporting systems are in place in accordance with policies and procedures.
- Ensure that you read and sign the regularly updated personalised support plan, remain up to date with all policies and complete all training that has been identified within agreed time frames.

## CLIENT

### Personalised Support Plan and Rehabilitation

- To ensure the individual needs of the client are met at all times, ensuring that routines are arranged totally to meet the client's needs. The role will involve working to a rota that covers 365 days a year, including evening, weekend, waking and sleeping night provision
- To contribute to the planning of a programme of support and therapy to meet the client's needs. To assist the client with treatment as agreed by any treating professional and manager
- To participate in meetings, e.g. planning meetings and multi-disciplinary meetings as appropriate
- To encourage the client to live as full, active and comfortable a life as possible, promoting independence at all times
- To provide personal care where required which may involve assistance with continence, health and medication, moving and handling, eating and preparing meals
- To support the client to make informed choices
- To be imaginative in finding new interests and activities with the client
- To support your client to maintain personal hygiene and appearance  
Including but not limited to washing and bathing
- To provide a safe environment for all activities
- To promote independent life skills as identified in the support plan

### Communications and Confidentiality

- To ensure client confidentiality in record keeping and discussions
- To record detailed daily notes as per Policy and Procedures
- To promote effective communications and relationships with the client and work colleagues. To be aware of communication, social, behavioural and cultural differences and adapt approach as required

- To liaise with external agencies as necessary in relation to the individual needs of the client (GP, Social Services, Housing, etc.)

#### Additional Duties Required

- To ensure dignity, respect and privacy are maintained at all times for the client
- Be patient and calm at all times, using your initiative and risk assessments to deal with unforeseen circumstances to the best of your ability
- To provide high standards of cleanliness, comfort and homeliness at all times. To undertake household duties as required and instructed by the manager and to support client to manage their domestic and personal resources based on their own wishes

#### **GENERAL**

- To attend all meetings as instructed by the Manager/Employer
- To be individually accountable for standards of professional practice
- In an emergency, and in case of illness, be able to be flexible and to stand in for other staff members if the client would otherwise be at risk or suffer harm
- To undertake any other related duties commensurate with the general level of responsibility of the post
- Ensuring confidentiality is maintained at all times in keeping with the General Data Protection Regulations 2016 – ensuring personal data is not disclosed to any unauthorised person
- To demonstrate understanding and awareness of equal opportunity policy and be able to put this into practice in a working environment
- To contribute toward the protection of individuals from abuse

**This is not meant to be an exhaustive list, the job holder may be required to undertake other duties as required from time to time.**

## 5. Person Specification

### Essential requirements of the applicant:

- ✓ Strong IT skills including the ability to use a laptop to send emails, create Microsoft Word documents, write reports and carry out internet searches
- ✓ Own car with business insurance and full driving licence
- ✓ Previous experience of providing person centred support
- ✓ Previous experience of working with clients 1:1 in the community and their own homes
- ✓ Understanding of regulations and legislation within health and social care
- ✓ Can demonstrate a willingness and ability to learn, as this role will require an extensive degree of knowledge and continuous personal development

### Desirable requirements of the applicant:

- ✓ Previous experience of working with therapists
- ✓ Evidence of qualifications in Health and Social Care equivalent to NVQ/QCF Level 2
- ✓ Previous experience of working with people who have cognitive difficulties, physical and communication difficulties
- ✓ Understanding of safeguarding legislation
- ✓ Can demonstrate a sound knowledge of Health and Social Care regulations
- ✓ To be a safe and confident driver
- ✓ To have a calm and laid back personality. However, a good sense of humour is essential
- ✓ Non-smoker

### In addition:

- ✓ Excellent verbal and non-verbal communication skills, including being a strong listener, and engaging with the client

## 6. Job Specification

### Summary for Support Worker

This is an exciting opportunity to support a brain-injured/spinal injured person in the community, enhancing their quality of life and promoting their independence

The role will also include accessing social and leisure activities in the community.

The role may involve supporting the client on holiday both in the UK and abroad

### Additional Information Relating to this client:

Our client has suffered a brain injury and as a result of this has physical, cognitive and communication difficulties.

### Pay and Conditions information

Waking hours – weekdays £11.50 per hour

Waking hours – weekends £13.50 per hour

Mileage: 40ppm (when travelling in own vehicle for work related activities.)

(The rota will be varied to meet the needs of our client and shift times and shift patterns are likely to change)

You will receive a permanent contract, which includes a 6-month probationary period.

You will be required to attend an induction and complete training and policy reading throughout.

You will also be required to reach identified levels of competence and performance.

### Holiday Entitlement:

5.6 weeks per annum (pro rata for part-time staff)

You may be instructed to take a period of your annual leave entitlement when the client is on holiday, please refer to your Contract of Employment.