

Dear Applicant

Re: Vacancy: Support Worker, Reference: AJCM/JCM/RMB/1222

Thank you for applying for the above position 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



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1. Summary of Vacancy

Ref: AJCM/JCM/RMB/1222

Role: Support Worker

Hours: Hours per week are negotiable.
12, 24, 36 hours per week available (rota to include days, nights and weekends)

Contract: Permanent Position

Rates: £12.00 per hour weekdays
£14.00 per hour weekends
£12.00 per hour wake night weekdays
£14.00 per hour wake night weekends

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

2. Advert

Community Support Worker – Burntwood

In accordance with the occupational requirements of the role and the defined exceptions in the Equality Act of 2010 we are seeking male applicants only

Permanent – Hours negotiable; 12, 24, 36 hours per week (min. 12- hour shifts)

£12.00 - £14.00 per hour - Day and/or Wake Night hours are available

We are supporting our client to find the best person to join his team of Support Worker's.

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

This young man has a busy social diary. His interests are varied and include drama club, trips to concerts/shows such as WWE wrestling events, powerchair football, various day centre activities, occasional weekend breaks and holidays. He has therapists who support him and a team of support workers who manage his therapy needs alongside his lust for life.

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:

Previous experience in a similar role, good verbal, non-verbal and written communication skills, full driving licence, non-smoker and a dog lover.

Preferred:

Flexibility to work the hours agreed, a cheerful outlook, an ability to work using their own initiative, caring disposition and an excellent sense of humour. This is a fantastic opportunity to add real value to the client's life. In addition, your commitment and attention will be rewarded with excellent rates of pay, a great deal of job satisfaction and enjoyment of social activities with the client.

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

For more details, Email: apply@ajspecialistrecruitment.com and quote ref: AJCM/JCM/RMB/1222

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

Unfortunately, due to volume we cannot respond to all applicants directly

3. Meet the Client

Hi, I am 28 years old and live with my mum and her 4 dogs and 2 chinchilla's

I enjoy:

Watching TV & Films

Playing on my PS4

Spending time with my friends

Powerchair Football

Theatre, comedy, music and drama

Watching wrestling

Swimming

Cinema

Bowling

I need help with:

Washing and dressing

Texting my friends

My food Cooked for me

Moving and handling

Medication

Going out

I don't like:

Cold food (except snacks and ice-cream!)

Salad and vegetables!

People pretending to understand me when they don't

4. JOB DESCRIPTION

JOB TITLE: Support Worker

REPORTS TO: Team Leader/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 will 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 and abroad
- Supporting client to manage their finances
- Writing daily records and storing documents electronically
- 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 Team Leader in supervision and appraisal for your personal and professional development.
- Attend team meetings to ensure that quality of support and care is provided to meet the client's care and therapy needs.
- In conjunction with your Team Leader 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 Team Leader 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. To this end, it is likely that negotiated hours will change with the client's changing needs/wishes. The role will involve working to a rota that covers 365 days a year, including evening, weekend, waking 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 Team Leader
- 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 Team Leader 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 Team Leader/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:

Good IT skills including the ability to use a laptop to record shift and medication updates, send emails and conduct internet searches

Full driving licence, safe and confident driver

Non-smoker (including vaping)

Likes dogs

Previous experience of person centred 1:1 support with clients in the community and their own homes

Understanding of regulations and legislation within health and social care, including safeguarding

Can demonstrate an ability to learn and a commitment to professional development.

Good verbal and non-verbal communication skills, a strong listener and the ability to engage with the client

Desirable requirements of the applicant:

Evidence of qualifications in Health and Social Care equivalent to NVQ/QCF Level 2

Previous experience of working with therapists

Previous experience of working with people who have cognitive, physical and communication difficulties

To have a calm and laid-back personality and a good sense of humour

6. Job Specification

Summary for Support Worker

This is an exciting opportunity to support a brain-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.

The client always uses a wheelchair, he has features of cerebral palsy and requires support with mobility, communication and personal care

Pay and Conditions information

Day hours – £12.00 per hour (weekdays) typically 8am-8pm

Day hours – £14.00 per hour (weekends) typically 8am-8pm

Wake night hours – £12.00 per hour (weekdays) typically 8pm-8am

Wake night hours - £14.00 per hour (weekends) typically 8pm-8am

Mileage: 0.40ppm (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

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.