

**EH632**

**JOB DESCRIPTION**

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| **Job Title** | Female Support Workers to ‘Emily’ |
| **Location** | South Essex area |
| **Line Managed by**  | Team Leader |
| **Employer**  | Birkett Long Solicitors acting in their capacity as Deputy to ‘Emily’ |
| **Current Pay Rate*****(June 2018)*** | Weekdays £14.00 per hour Weekends £16.00 per hour Weekday sleeping nights £9.50 per hourWeekend sleeping nights £10.50 per hour Salary is accrued on a daily basis and is inclusive of an annual leave allowance. All pay rates are reviewed annually  |
| **Job Summary/ Support Provided**  | The posts are for a contracted female morning carer and bank Support Workers who will be a key part of a small team of dedicated carers who care for a young disabled woman who currently lives at home with her parents, younger sibling and the family dog. The role of the morning carer will involve providing care to ‘Emily’, Monday to Friday 06.45-08.00 and bank cover will be on an as required basis as part of a 24-hour, 7-day care package. The bank shifts will be whole or part shifts and may be requested at short notice due to staff unavailability, or with notice when the team leader has formulated the monthly rota. There is an expectation to attend to a minimum of one shift per calendar month in order to maintain rapport and competency in caring for ‘Emily’ and this shall be discussed in further detail at interview.Duties will include providing intimate personal care, assisting ‘Emily’ to eat and drink, making meals, light cleaning duties, driving her in her own vehicle to/from community-based activities; providing stimulation and following care and therapy plans with her at home and in the community. The role can require staff to sleep-in and provide close supervision of ‘Emily’s’ well-being overnight. N.B. It is accepted that some staff may not wish to commit to this aspect of the role and this will be discussed at interview with potentially suitable applicants.  |
| **Current Vacancy**  | Bank female Support Worker |
| **Restrictions on employment**  | This post is open to female staff only as it involves personal careOccupational Requirement (Equality Act 2010, Schedule 9 Part I)All candidates will be subject to an enhanced DBS check.All staff must hold a full UK driving licence for a minimum of one year.  |
| About ‘Emily’ |
| ‘Emily’ is a 17-year-old young woman who lives at home with her mother, father and younger sister, and is supported at home and in the community by an established team of carers. ‘Emily’ experienced a brain injury at birth which resulted in her having quadriplegic cerebral palsy, significant learning disabilities, epilepsy, additional communication needs and her being a full-time wheelchair user. ‘Emily’ requires support with all aspects of her daily routines including personal care, mobility and assistance to allow her to develop her independence. ‘Emily’ has a wonderful sense of humour and is generally happy and outgoing in nature, which makes being around her a ‘joy’ according to her family and care team. ‘Emily’ uses a communication aid at school and eye pointing, sounds and expressions at home to relay her needs, wishes and feelings. ‘Emily’ enjoys a range of activities including shopping and eating out, yoga, swimming, bowling and assisted bike riding which she likes to attend when she is not at school. ‘Emily’ goes to a Special Educational Needs School in the local area and uses school transport to attend.  |
| Key Roles and Responsibilities of the Position |
| * To provide care and assistance to ‘Emily’ (including intimate personal care) and potentially overnight support, at home and in the community so that ‘Emily’ can be supported to lead as independent a life as possible (when her regular care team members are taking annual leave, are sick or attending training);
* To work alongside and collaboratively with ‘Emily’s’ family, within their existing familial values; ‘Emily’s’ Team Leader, Case Managers and others i.e. therapists, educational personnel, etc.;
* To work under the guidance of the Team Leader and work cooperatively with them and other team members;
* Provide care to ‘Emily’ as per her personalised Care Plan, Manual Handling Plan and risk management plans and ensure an excellent standard of care provision at all times;
* To maintain ‘Emily’s’ home environment in a clean, tidy and hygienic state;
* To ensure ‘Emily’s’ well-being and advocate for her when it is necessary to do so;
* To support and assist ‘Emily’ to attend local clubs/hobbies and days out in the community;
* Participate reliably in a rota (currently a four-week rolling rota);
* Support the Team Leader in covering care for ‘Emily’ due to colleague’s sickness, annual leave, supervisions, appraisals, and during school holidays when ‘Emily’ will be at home during daytime hours, etc.;
* To complete record keeping and keep legible, relevant documentation as requested by the Team Leader and in line with requirements of the Care Quality Commission;
* To alert the Team Leader/family members immediately of any functional issues with any of ‘Emily’s’ equipment;
* Attend team meetings;
* Attend supervision sessions with the Team Leader and on the job training;
* Attend and participate in annual appraisals in conjunction with the Team Leader and ‘Emily’s’ Case Manager;
* Attend induction training and ongoing training sessions as required both locally to ‘Emily’ and at ACM’s head office in Tostock, Bury St. Edmunds;
* Have fun, be creative and source new activities to support ‘Emily’ to reach her potential.
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| **Personal specification** | **Essential** | **Desirable** |
| **Experience** | Working with a child / young adult who has experienced a brain injury and / or significant learning disabilities Experience of working with families in their own homeExperience of one to one support work in the home and community | √ | √√ |
| **Knowledge** | An understanding of acquired brain injury and possible associated medical conditionsAn understanding of lone working and the areas to consider for lone working colleaguesCompletion of Health and Social Care qualificationUnderstanding of enablement or rehabilitationKnowledge of the local area and activities available to young people with additional needs  | √√ | √√√ |
| **Skills** | Car driver with full UK licence held for more than 12 monthsTo be able to work independently, providing support on a one to one basis in the home and in the community To be able to communicate professionally, clearly and concisely with the client, their family, their professionals and staff To be competent and confident at using a variety of communication tools and digital applications – i.e. emails, mobile, Microsoft Windows, Ipad To be able to motivate and encourage the client To be able to demonstrate initiative and creative planningTo be calm under pressure and not afraid to make decisions when lone workingAble to undertake light domestic duties | √√√√√√√√ |  |
| **Personal attributes**  | To be kind, patient, calm and supportive To be approachableTo be able to listen to other people’s viewsPunctual Have good organisational skills Reliable and trustworthyAble to recognise when to ask for help and to seek that help | √√√√√√√ |  |

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| Employment package |
| **Pay Rate** Weekdays £14.00 per hour Weekends £16.00 per hour Weekday sleeping nights £9.50 per hour Weekend sleeping nights £10.50 per hour All pay rates are reviewed annually.**Other Benefits*** Salary is accrued on a daily basis and is inclusive of an annual leave allowance. The statutory holiday entitlement of 5.6 weeks is equivalent to 12.07% of the hours you work, therefore as a guide, holiday entitlement works out to being just over 7 minutes for each hour worked. The leave year runs from January to December.
* Payment for period of sickness or injury will be made in line with the Statutory Sick Pay scheme (for staff with contracted hours’ positions).
* Auto enrolment in a workplace pension scheme as applicable.
* Pay to attend supervision / team meetings.
* Pay and expenses when required to attend training courses requested by employer.
* Annual review of pay rates.

**Training**A full induction programme plus regular support, supervision and ongoing training will be provided. **Working Environment**‘Emily’ lives in her family home with her mother, father and younger sister. The property has been adapted to meet her needs and includes ‘Emily’s’ day/therapy room downstairs with lift access to her bedroom and en-suite on the first floor. It is a non-smoking environment and under no circumstances will staff be able to smoke at any time during the day or night. Staff will also need to ensure that they arrived on shift free from the odour of smoke.The family have a small dog – staff must be accepting of this. Sleep-ins are in ‘Emily’s’ bedroom in a single bed close to where ‘Emily’ sleeps to enable prompt support should she wake during the night.All of the above will be fully explained to the successful candidates at the time of employment in the Terms and Conditions of Employment*.***Confidentiality** The ability to respect the privacy of ‘Emily’ and their family is fundamental to this position. All matters relating to ‘Emily’s’ condition are to be treated as confidential and are not to be disclosed to a third party. As this employment is based in the private home it is inevitable that on occasion the carers will become privy to certain matters relating to the personal life and business affairs of ‘Emily’ and her family. These too should be treated with the utmost confidentiality and, wherever possible, all support staff should avoid coming into contact with family’s personal belongings and correspondence. **Pre-Employment Checks**All successful candidates will be required to provide evidence of their right to work within the UK. Due to the nature of this work, successful candidates will be subject to an enhanced Disclosure and Barring Service check. In addition, references will be fully pursued before a full appointment can be made. |
| **Prepared by: Fiona Flynn (Clinical Lead) Date: September 2017** |
| **Reviewed by: Emma Henty (Case Manager) Date: June 2018** |