

**Support Staff)**

**CONDITIONS OF SERVICE**

**Hours:** **Various hours** are available, to be worked on a shift basis in accordance with the project rota which will be designed to ensure that staff are on duty at times appropriate to the clients and service delivery.

**Contract:** This is a **Permanent** post. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.

**Salary:** Salaries are paid monthly, directly into a bank account of your choice. The salary for the Support Worker post for **39 hours**per week is **£18,252 per annum, (£9.00 per hour).**

**Sleeping In:** Staff may be required to undertake sleep-in duty in accordance with the project rota. Hours on sleep-in duty are not counted towards normal weekly hours. Payment will be made at £78.75 per night.

**Waking Nights:** Staff may be required to undertake night duties, payment will be at time and a third for hours worked between 10.00pm - 7.00am.

**On Call:** The post holder may be required to carry out On Call duties from home. A payment of £16 per shift will be paid for this.

**Overtime:** Except for night-time call outs overtime is payable only where it is agreed in advance by the organisation.

**Pension:** Hillcrest Futures offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme as of 1st April 2019. Further details of the scheme are available from the payroll team.

**Health Plan:** Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.

**Annual Leave:** Theholiday year runs from 1st January - 31st December. The full holiday entitlement is32 days inclusive of public holidays. You will receive an additional 5 days over a period of 5 years up to a maximum of 37 days leave. Unit Managers will commence on 37 days.

**Annual leave is calculated on a pro rata basis for part time staff.**

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of** If you have any unspent convictions you must declare this on your

**Offenders Act 1974:** application form.

In relation to ‘spent’ convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction/caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland’s website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) and check the ‘Frequently Asked Questions’.

Please note that all successful applicants will be subject to a

Disclosure check through Disclosure Scotland.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST FUTURES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.**

**SSSC Registration** Staff are required to register with the SSSC in the appropriate worker category within Care at Home and Housing Support Services. SSSC registration must be obtained within 6 months of commencing the post. Failure to register within the 6 month period, may result in your contract being terminated. Staff will be responsible for maintaining their registration throughout their employment with Hillcrest Futures.

**Trades Union:** Employee’s have the right to join a Trades Union of their choice, if they wish, although Hillcrest Futures do not recognise any Trade Union. A Staff Representative group is in place.

**No Smoking Policy:** Smoking is prohibited in all projects and at Head Office. Designed smoking areas are outside the buildings and should be out of view of service users. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are out with the control of the organisation are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Equal Opportunities:** Hillcrest Futures is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favorable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:** Please forward applications before the closing date

**C.V.’s will not be considered.**

**Hillcrest Futures**

**Dunfermline Service**

Support and Personal Care services are provided to individuals who live in their own homes in the Dunfermline, Rosyth and Cowdenbeath area.

Service user needs cover a wide range including learning disability, autism, mental health and complex needs. The majority of service users have their own tenancies and need support to keep their homes safe, secure and how they would like it.

Support is given to individuals to develop and maintain skills and confidence in a variety of areas, such as:

* Accessing community based resources
* Meeting people and sustaining friendships and contact with families
* Budgeting
* Shopping
* Preparing meals
* Contacting professionals and agencies, making and keeping appointments, following through with actions from appointments
* Dealing with mail and benefit forms
* Maintaining personal health and hygiene
* Dealing with any issues that arise
* Planning for leisure so that life is interesting and enjoyable
* Making choices

Each service user is recognised as unique with individual strengths and needs.

Support and Care is provided between 7.30am and 10.30pm seven days a week. Staff contracted hours will fall within these hours and very occasionally out with. Shifts are planned in advance primarily to meet service user needs and so that staff can make their own plans in advance. Although there is not currently a requirement for staff to cover a ‘sleepover’ this may change according to service user needs.

Staff are required to provide on call cover on a rota basis and payment is made for this.

A Manager, Assistant Manager and Senior Support Worker support a small team of Support Workers. Staff receive regular supervision, and training is provided in order that individual service user needs can be best met. Support staff are expected to contribute positively to the process of support and care planning.

It is essential for support staff to have a driving licence and have access to their own transport, in order to get to and from the service user’s homes. Expenses are paid for mileage accrued.

I look forward to receiving your application form.

Jane Masterton (Manager, Hillcrest Futures, Fife Services)

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**Job Description**

**Job Title: Support Worker**

**Department: Hillcrest Futures**

**Salary: £18,252 per annum (Based on Full Time)**

**£9.00 per hour**

**Responsible to: Manager and Assistant Manager**

**Organisational Structure**

Managing Director

Hillcrest Futures

Business Development Improvement Manager

Head of Service

Area Manager

Manager

Asst Manager

Snr Support Worker

Support Worker

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**Main purpose of post:**

Work as part of a team to deliver a high standard of care and support to individuals to help them to achieve their agreed individual outcomes. Support workers will be expected to adhere to the standards laid down by the Scottish Social Services Council Codes of Practice and Hillcrest Futures Policies and Procedures.

**Main Duties:**

1. To provide direct support to service users as agreed in individual Personal Outcome Plans as per service requirements.
2. To undertake case co-ordination responsibilities with, and on behalf of service users.
3. To be an effective team member.
4. Be an effective communicator.
5. To mentor and support the induction of new staff.
6. Contribute to team learning and development.
7. To take lead responsibility for a defined area of practice in the service, as negotiated and agreed with the line manager.
8. To contribute to service improvements.
9. To develop knowledge base and skills in line with registration requirements for SSSC.
10. To undertake housing management tasks appropriate to the service as detailed in the service descriptor.
11. To participate in shift patterns, as required by the service, which may include evenings, weekends, waking nights, sleepover shifts, lone working and on-call duties.

**Service Specific Duties:**

The service descriptor document is part of this Job Description and should be referenced in accordance to specific duties.

**Any Other Duties:**

Carry out any other reasonable duties as required by the organisation.

 **PERSON SPECIFICATION – SUPPORT WORKER**

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| **Attribute** | **Essential** | **Desirable** |
| **Experience** | * Ability to demonstrate transferrable skills relating to care * Active listening * Communication * Effective time management * Daily Living Skills, for example, cooking, budgeting, appointments, cleaning, etc. | * Relevant experience in a caring environment * Basic understanding and skill in the spectrum of tasks associated to role * Previous experience with service user group relevant to the project * A general understanding of the needs of the service user group relevant to the project |
| **Proven Competencies** | * Good communication skills, both oral and written * Ability to work within a team environment * Ability to use own initiative * Willing to participate in social events, for example, outings with service user groups * Ability to support service users with tasks such as cooking, cleaning, budgeting, welfare benefits * Personable, warm and kind * Good timekeeping, time-management and organisational skills | * Able to liaise with external agencies * I.T. skills * Flexible approach to service requirements, including flexible shift work patterns * Is adaptable and open to change and open to continuous learning and development |
| **Education/Qualification** | * Candidates must demonstrate the ability and willingness to undertake required qualification for SSSC registration, SVQ level 2. * Candidates must be willing and able to obtain and maintain registration with SSSC as required by the service. * Willing to undertake training as required | * SVQ 2 in Health and Social Care or equivalent |
| **Service Specific** | * As per service descriptor * Car driver and use of car |  |