

## **(Relief Staff)**

### **CONDITIONS OF SERVICE**

- Hours:** No guaranteed hours, work on a casual 'as and when required' basis, to cover for holidays and, or sickness. (Full time 39 hours). Hours 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. This may include weekend and evening work.
- 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 £83.70 per night. The sleep-in allowance covers overtime of up to ½ hour on night time call out.
- Waking Nights:** Relief Staff may be required to undertake night duties, payment will be at time and a third for hours worked between 10.00pm - 7.00am.
- Pay:** Relief Staff are paid on an hourly rate:-  
  
Relief Support Worker - £9.30 per hour  
  
Pay is paid monthly, one month in arrears directly into your bank account of your choice.
- PVG:** All newly recruited relief workers, who are not already a member of the PVG Scheme for working with adults (or have not kept hold of their original PVG Certificate) will be required to cover the cost to join the scheme (£59). This should be paid upfront and relief workers will be advised of this prior to applying and in the offer letter. Summary Terms and Conditions for relief will be amended to remind managers at interview to advise of this.  
  
Relief workers will be able to claim back this cost providing they meet the following criteria:  
A minimum of 12 shifts have been completed within the first 6 months  
One of the 12 shifts has been completed within the last 4 weeks of making the claim  
It is the individual's responsibility to claim back this expense and forms will be made available on the intranet under Finance Department.
- Annual Leave:** Relief Staff accrue annual leave entitlement for any relief work carried out. We will calculate this leave entitlement on the basis of your average

earning over a 13 week period and this will be paid into your bank account quarterly.

This is in accordance with legislation requirements and does not imply you are an employee of Hillcrest Futures.

**General:** The Organisation's Conditions of Service are broadly in line with the National Joint Council for Local Authorities Service, Scottish Council, for residential staff.

**Responsibility:** Relief Support Workers are responsible to the Manager for the project.

**Rehabilitation of Offenders Act 1974:** If you have any unspent convictions you must declare this on your 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:** Employees 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. Designated 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 favourable 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.**



## **Job Description**

<b>Job Title:</b>	Relief Support Worker
<b>Department:</b>	Hillcrest Futures
<b>Salary:</b>	£9.30 per hour
<b>Responsible to:</b>	Manager and Assistant Manager

---

### **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. Assisting in the running of the projects providing care and support to adults with including, but not limited to, mental health issues, substance misuse and learning disabilities.
2. Helping Support Workers to ensure the day-to-day smooth and efficient running of the services;
3. Helping to ensure a good standard of cleanliness and maintenance of the properties, common and surrounding areas, promptly reporting any repairs and maintenance required;
4. Assisting in ensuring that charges are paid regularly;
5. Shift work and or, flexible rotas.

**PERSON SPECIFICATION – SUPPORT WORKER**

Attribute	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate transferrable skills relating to care</li> <li>• Active listening</li> <li>• Communication</li> <li>• Effective time management</li> <li>• Daily Living Skills, for example, cooking, cleaning, budgeting, and attending appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience in a caring environment</li> <li>• Basic understanding and skill in the spectrum of tasks associated to role</li> <li>• Previous experience with service user group relevant to the project</li> <li>• A general understanding of the needs of the service user group relevant to the project</li> </ul>
<b>Proven Competencies</b>	<ul style="list-style-type: none"> <li>• Good communication skills, both oral and written</li> <li>• Ability to work within a team environment</li> <li>• Ability to use own initiative</li> <li>• Willing to participate in social events, for example, outings with service user groups</li> <li>• Ability to support service users with tasks such as cooking, cleaning, budgeting, welfare benefits</li> <li>• Personable, warm and kind</li> <li>• Good timekeeping, time-management and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to liaise with external agencies</li> <li>• I.T. skills</li> <li>• Flexible approach to service requirements, including flexible shift work patterns</li> <li>• Is adaptable and open to change and open to continuous learning and development</li> </ul>
<b>Education/Qualification</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate the ability and willingness to undertake required qualification for SSSC registration, SVQ level 2.</li> <li>• Candidates must be willing and able to obtain and maintain registration with SSSC as required by the service.</li> <li>• Willing to undertake training as required</li> </ul>	<ul style="list-style-type: none"> <li>• SVQ 2 in Health and Social Care or equivalent</li> </ul>