(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 rate of pay for the Support Worker post is **£9.30 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 £83.70 per night. The sleep-in allowance covers overtime of up to half an hour on night time call out.

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: **The holiday year runs from 1st January - 31st December**. The full holiday entitlement is 249.6 hours per annum rising to 288.6 hours. 5 days Public holidays have been included in this annual leave entitlement. Unit Managers will commence on 288.6 hours per

annum. **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 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 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.

Job Description

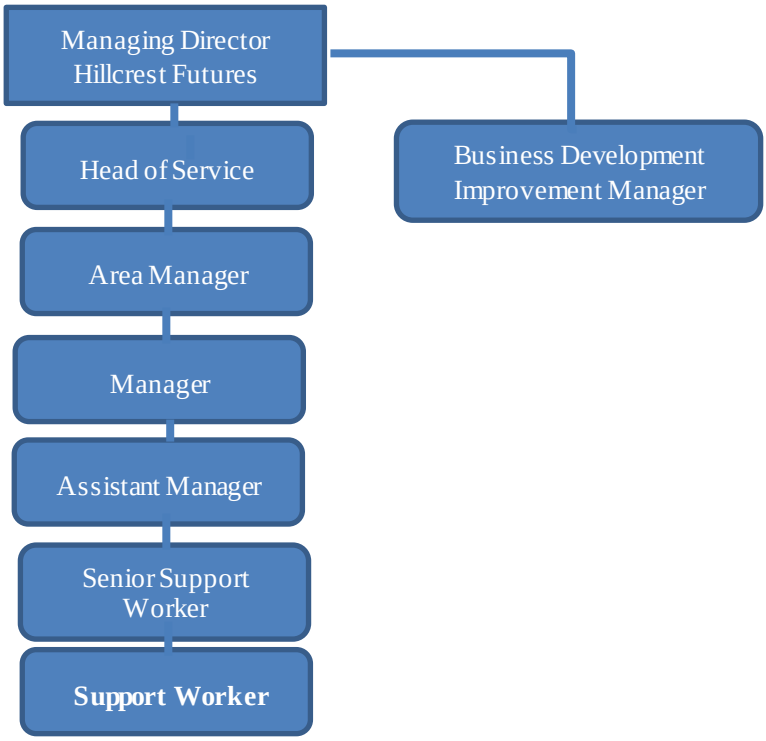
Job Title: Support Worker

Department: Hillcrest Futures

Salary: £18,860 per annum (Based on Full Time – 39 hours per week)

Responsible to: Manager and Assistant Manager

Organisational Structure



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.

Hillcrest Futures

PERSON SPECIFICATION – Support Worker

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	• Driver with a willingness to drive service users cars	