# (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.

**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. You will receive 28 days/5.6 weeks annual leave and this will be paid at your average earning for the previous 52 weeks.
Your annual leave will be record on the Gateway so will be clear on your balance from January until December.

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 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**

**Job Title:** Relief Support Worker

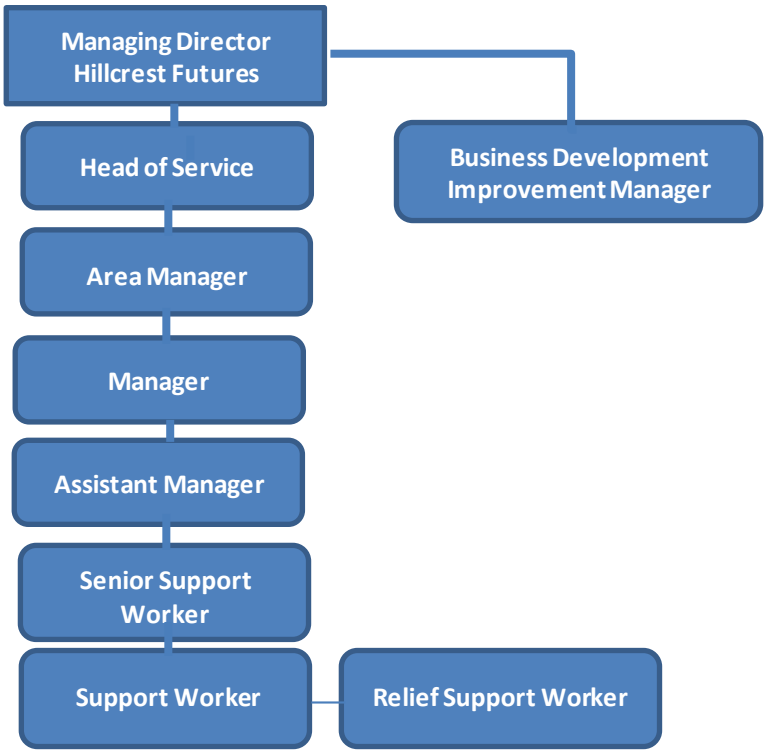
**Department:** Hillcrest Futures

**Rate of Pay:** £9.30 per hour

**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. Relief 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 Scottish Social Service Council (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 – Relief Support Worker

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