

Overview of the Service

Lousen Park is an accommodation-based service located in Carnoustie. Support and personal care services are provided to individuals with learning disabilities and Autism. Lousen Park is a female only service.

There are currently Two individuals (two females) who live in a shared tenancy. They each have their own rooms, with shared shower facilities, communal lounge, and kitchen. Each individual has their own vehicles which are used for outings and, or activities.

Areas of Support

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

- Accessing community based resources, activities and outings.
- Organising and supporting individuals on holidays.
- Meeting people and sustaining friendships and contact with families.
- Full Financial support (budgeting, paying bills).
- Monthly financial audits.
- Shopping and preparing all meals and snacks.
- Menu planning.
- Contacting professionals and agencies, making and, or keeping appointments, following appointment actions.
- Understanding different forms of communication for individuals.
- Personal care – including intimate personal care such as toileting, showering.
- Ordering, dispensing and administration of medication.
- Stock checking and auditing of all individuals medication.

Each individual receives person centred care. Staff will ensure that these needs are met by developing and following person-centred Outcome plans and Risk Assessments.

Hours of Support

We provide support twenty four hours per day, three hundred and sixty five days per year.

You will take part in a flexible rota system designed to meet the needs of the individuals. This will include early shifts; back shifts, and sleepover duties. Mid shifts may be required for outing and activities. Full support is given for individuals when they go on holiday.

Additional Information

- Unit Manager, Assistant Manager and Senior Support worker support 09:00 am-17:00 am Mon-Fri.
- Manager on-call system in place to provide out of hours support after 17:00 pm weekday and twenty four hours a day over the weekend.
- six month Probationary, staff member to meet with Assistant manager at two, four and six monthly meetings to discuss progress and or improvements.
- Supervisions and direct observations take place regularly to develop staff confidence and skills.
- All necessary and mandatory training will be provided.
- Working in partnership with external agencies and families.
- Registered with Care Inspectorate under Housing Support and Care At Home

- Requirement to gain Scottish Vocational Qualification (SVQ) in Health and Social Care, unless already achieved, in order for staff to become registered with the Scottish Social Services Council (SSSC).

(Support Staff)

CONDITIONS OF SERVICE

- Hours:** **Various** 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.
- Contract:** **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 **£10.50 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 **£94.50 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 - 07.00am.
- 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 or 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 Scottish Social Services Council 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. 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.

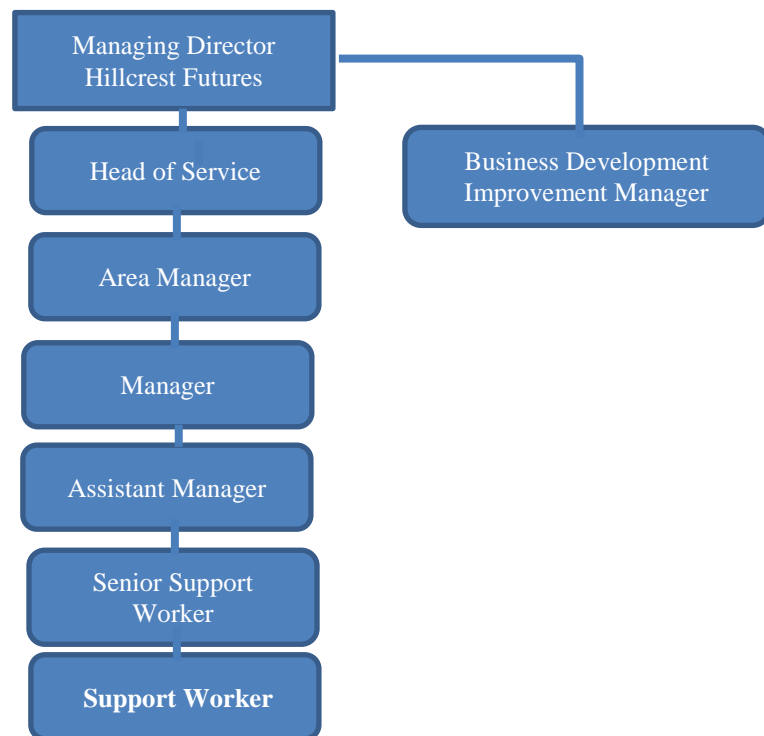
Equal Opportunities: Hillcrest Futures is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favorable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political 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.

Job Description

Job Title: Support Worker
Department: Hillcrest Futures
Responsible to: Manager and Assistant Manager

Organisational Structure



Main purpose of post:

You will work as part of a team to deliver a high standard of care and support to individuals in order 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 (SSSC) Codes of Practice and Hillcrest Futures Policies and Procedures.

Main Duties:

- To provide direct support to individuals as agreed in individual Personal Outcome Plans and as per service requirements.
- To undertake case co-ordination responsibilities with, and on behalf of individuals.
- To be an effective team member.

- Be an effective communicator.
- To mentor and support the induction of new staff.
- Contribute to team learning and development.
- To take lead responsibility for a defined area of practice in the service, as negotiated and agreed with the line manager.
- To contribute to service improvements.
- To develop knowledge base and skills in line with registration requirements for SSSC.
- To undertake housing management tasks appropriate to the service as detailed in the service descriptor.
- 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

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Ability to demonstrate transferrable skills relating to care • Active listening • Communication • Effective time management • Daily Living Skills, for example, cooking, budgeting, appointment and cleaning. 	<ul style="list-style-type: none"> • Relevant experience in a caring environment • Basic understanding and skill in the spectrum of tasks associated to role • Previous experience with groups relevant to the project • A general understanding of the needs of the group relevant to the project
Proven Competencies	<ul style="list-style-type: none"> • Good communication skills, both verbal and written • Ability to work within a team environment • Ability to use own initiative • Willing to participate in social events, for example, outings with individuals • Ability to support individuals with tasks such as cooking, cleaning, budgeting and obtaining welfare benefits • Personable, warm and kind • Good timekeeping, time-management and organisational skills 	<ul style="list-style-type: none"> • 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 and Qualifications	<ul style="list-style-type: none"> • Candidates must demonstrate the ability and willingness to undertake required qualification for Scottish Social Services Council (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 	<ul style="list-style-type: none"> • SVQ 2 in Health and Social Care or equivalent
Service Specific		<ul style="list-style-type: none"> • Driver with a willingness to drive individuals' cars