



core job description

## core job description

**Position:** Relief Support Worker

**Hourly rate:** £7.47

**Reporting to:** Service manager

### scope of job

SHARE Scotland supports adults with a learning disability to lead as full and independent a life as possible. To achieve this objective, SHARE employs a workforce that is fully committed to furthering the rights, needs and ambitions of those they support. To ensure SHARE continues to provide the highest standard of service, all team members have access to an extensive range of training opportunities that includes:

- A comprehensive induction programme that provides team members with the knowledge and confidence to start supporting someone with a learning disability, in their home and wider community, in the manner that they need and want. This will include training in keeping a person healthy and safe and necessary first-aid skills.
- On-going training in all relevant areas to boost skills further and ensure team members remain fully equipped to successfully carry out their role.

### key responsibilities

The people supported by SHARE are individuals, each with unique support needs. These will be documented in their own individual support plan, which will specify the type of support they require and how this is to be delivered. The day-to-day role of team members is to help a person become an active member of their community, put their plan into action and achieve their ambitions.

This may involve:

- Supporting a person with such things as looking after their home, preparing and perhaps eating a meal, budgeting and shopping, as well as exposing them to new experiences and opportunities and assisting them to pursue the social life of their choosing.
- Finding out what is available in the community, and supporting a person to make full use of local mainstream facilities, amenities and services.

- Communicating with a person in their preferred manner and helping others to do so.
- Supporting a person to maintain the relationships they have with those who are important to them and helping them to develop new friendships.
- Occasionally accompanying a person on a short break or holiday if necessary.
- Providing support and encouragement with personal appearance, hygiene or intimate personal care if necessary.

## teamwork

As ambassadors for SHARE Scotland and the people we support, team members always act in a professional manner with everyone they have dealings with. This may be a family member, care manager, or most importantly those they support and other team members. Effective teamwork is crucial to the success of the service SHARE provides. This involves:

- Fully complying with SHARE's values, principles, policies and procedures.
- Working flexibly as a team to provide a service that is governed by the needs of those being supported.
- Keeping accurate and appropriate notes and records according to laid down organizational policies and procedures. This will include maintaining and recording all matters relating to health and safety.
- Helping someone to develop their individual support plan, and ensuring that the support being delivered is geared towards meeting the plan's objectives.
- Taking part in regular team meetings and discussions.
- Taking part in regular one to one supervision sessions and an annual personal development assessment
- Working within a flexible rota system
- Undertaking sleepover duties as required, on an agreed rota, for which an additional payment is made
- Assisting in the administration of medication, as required (training and guidance will be provided)
- Playing an active role and assuming a fair share of the workload of the team.
- Gaining experience and developing additional skills and knowledge through a number of methods such as reading, attending training courses and on- the-job training.
- Maintaining confidence and exercising discretion in respect of people's private and personal affairs, and abiding by SHARE's policies and procedures on confidentiality.
- Undertaking any other duties as reasonably requested by the organization relevant to the objectives of the post.

## skills and experience

To be effective, team members must be flexible, enthusiastic and above all a good team player. Thorough, honest and accurate communication between team members and all others involved in the service is fundamental to each member working collectively as a team. SHARE is looking for individuals who have:

- An ability to communicate effectively both verbally and in writing, through the use of diaries and communication books.
- Good basic numeracy skills to enable us to provide the required assistance a person might need to budget their finances.

*If a team member requires some support with this, SHARE will provide all the assistance it can.*

- An ability to listen and respond positively to line management and a willingness to act sensibly with initiative when necessary.
- Everyday skills and interests that can be shared with the people being support.
- Good organizational skills.
- A willingness to take additional responsibilities for personal development, as identified through supervision.

## personal attributes and values

SHARE's ideal employee will be:

- Enthusiastic
- Patient
- Flexible in their approach to the job
- Totally committed to those they support
- A good team player
- Hard working
- Eager to learn
- Honest
- Approachable, courteous and respectful to service users, colleagues and all others involved in the service.
- Attentive to appearance

## additional skills

Any of the following, though not essential, would be an advantage in the role:

- Full driving licence (If not, SHARE may be able to help achieve this)
- An academic or vocational qualification in a related field.
- Previous experience of working with people with learning disabilities or in another care field (either paid or un-paid).

## employee benefits

SHARE Scotland has been recognised by Investors in People since 2001 as an employer who values and looks after its staff with as much commitment as those they support. As well as a very competitive starting salary SHARE also offers:

- An additional payment of £27.50 per sleepover
- Additional increases linked to the successful completion of vocational training.
- Extensive training opportunities to enhance career development.
- Access to a free and confidential employee counselling service.
- On-going support and development through regular team meetings, supervision and annual personal development assessment.