

Position: Support Worker

Reporting to: Service Manager

Scope of job

SHARE Scotland supports adults with a 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/physical 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.
- On-going training in all relevant areas to boost skills further and ensure team members remain fully equipped to successfully carry out their role. This will include an ongoing increase in the use of digital systems in the workplace.
- Following the successful completion of a 4-month probationary period, the opportunity to apply to study further to gain an appropriate qualification in social care.

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 individuals to new experiences and opportunities and assisting to pursue the social life of their choosing.
- Always ensure quality, person centred support to achieve their outcomes in life.
- 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 with the day to day management of the house, household tasks such as washing and ironing and domestic health, safety and security measures.
- 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.
- Providing support and encouragement with personal appearance, hygiene or intimate personal care.
- Take individual responsibility in the areas of Health & Safety and Infection Prevention Control
- Liaise with external professionals as necessary.
- Contribute to individuals personal plans.
- Involvement in the day-to-day management of individual service user finances.

Every employee is individually responsible for ensuring their own personal SSSC registration and responsibilities and post-registration training. You also must be knowledgeable of the Codes of Practice for Social Services Workers and adhere to the codes.

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 records according to organisational policies and procedures and in line with Care Inspection standards. This will include maintaining and recording all matters relating to health and safety.
- Helping individuals to develop **their** individual support plan, ensuring that the support being delivered is geared towards meeting the individuals plan objectives.
- Taking part in regular team meetings and discussions.
- Taking part in regular one to one supervision sessions
- 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. (this may include helping out with overtime when required)
- Gaining experience and developing additional skills and knowledge through several methods such as reading, attending training courses and on- the-job training including completing e-learning mandatory courses.
- 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 records.
- Good basic numeracy skills to enable us to provide the required assistance a person might need to budget their finances.
- 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 have:

- Reliability
- Compassion and Dignity
- Enthusiasm
- Patience
- Flexible in their approach to the role
- Commitment to those they support.
- Honesty
- Confidence
- Individually accountable

And they will be:

- A good team player
- Hard working
- Eager to learn.
- 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 you achieve this)
- An academic or vocational qualification in a related field.
- Previous experience of working with people with disabilities or in another care field (either paid or un-paid).

Employee Benefits

- Additional hourly payment for a sleep-over when worked
- A pension contribution of 4% for those who choose to join our scheme.
- Long-term sickness insurance and death in service benefit is included in the scheme.
- Access to Hospital Saturday Fund (basic level paid by SHARE for all staff)
- Share is a Scottish Living Wage Employer and strives to always pay above this.
- Extensive training opportunities to enhance career development.
- A starting entitlement of 20 days' annual leave plus 12 public holidays each year, pro-rata for part-time.
- Consideration of flexibility in working hours, such as job-sharing.
- On-going support and development through regular team meetings and supervision
- Cycle to Work Scheme
- Access to sector Credit Union with Payroll Deductions
- Support with Driving Lessons
- Finders Fee payments for successful recruitment referrals
- SHARE are a Silver level Investors In People employer striving for Gold