



## Job Description

<b>Job Title:</b>	<b>Support Care Worker</b>
<b>Department:</b>	<b>Care Team</b>
<b>Duration:</b>	4 Week Flexible Roster – Permanent Full/Part Time (Subject to a 6-month probationary period)
<b>Responsible to:</b>	Registered Manager
<b>DBS required:</b>	Yes – Enhanced DBS. Terms Apply: if applicant leaves within 6 months of start date, then the cost is to be repaid.
<b>Hourly Salary:</b>	£12.50 per hour depending on experience / qualifications Sleep in Rate = £50 per night
<b>Rota:</b>	To be discussed Flexible working to include some evenings, weekend work and overnight sleep ins. Once familiar with the organisation on call will be introduced.
<b>Benefits:</b>	Work Place Pension – Auto Enrolled 28 Days Holiday Entitlement increasing after 2 years continuous service, up to additional 5 days – Pro rata for part time staff (Bank Holidays are classed as a normal working day if rostered to work) Subsidised meals and drinks Commitment to ongoing training & development of employees
<b>Based:</b>	Ellershaw House, Bramley Grange, Grewelthorpe, Ripon HG4 3DJ
<b>Job Role:</b>	<p>The role of the Support Worker is to provide full care and all aspects of student support with daily living. Also to help provide training and a supporting role to all the students within the safe and caring environment of Ellershaw House.</p> <p>Duties include, but not definitive or restrictive:</p> <ul style="list-style-type: none"> <li>• One-to-one and group therapy sessions</li> <li>• Care and personal care</li> <li>• Stimulation with social &amp; recreational activities</li> <li>• Support when attending meetings/appointments</li> <li>• Developing &amp; following person centred care plans</li> <li>• Preventing or de-escalating challenging behaviour</li> <li>• Supporting house skills, gardening, talking therapy, stable/horse management and rebound.</li> <li>• Administering medications</li> <li>• Maintaining administration of reports</li> </ul>



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- To follow the prescribed student timetable as set by Registered Manager.
- To encourage the social integration and individual development of students. To promote and reinforce students' independence and self-esteem, within the ethos of Ellershaw House.
- To train the students within your own expertise, plus all general aspects of life skills. To support other colleagues within their expertise and your own training and capabilities (see health & safety). To support and encourage students to move between tutorials in line with the day plan and timetable.
- To provide students with support and guidance in personal hygiene. To assist in students' personal care, depending on their needs and capabilities.
- To ensure all students are suitably dressed for the activity being undertaken.
- To support the students to keep their bedrooms hygienically clean and tidy.
- To provide physical and emotional support to students at all times, encouraging them to lead an independent lifestyle to the level of their own ability with opportunities to expand those abilities.
- To assist in dispensing medication at appropriate times and maintaining medication records.
- To maintain students' daily records.
- To ensure that students attend all appointments which have been made and, ensure that reports are written and entered onto the computer via the administration office.
- To escort students on social and leisure outings including holidays by arrangement.
- To assist with the assessment, monitoring and recording of students' progress, health, behaviour and general well-being. To report all information (including concerns) regarding the well-being and/or other needs of students.
- All staff are paid and are therefore considered "on duty" during meal times. Please support each other for the benefit of all.
- To use own powers of observation to ensure Ellershaw House and its grounds are kept to the highest standards and to assist in keeping Ellershaw House and its grounds clean and tidy as per the required standards.
- To undertake housekeeping duties as required be it cooking or helping to prepare meals.
- To be aware of current health and safety requirements including local risk assessments.
- To undertake professional self-development training courses as requested.
- To support other team members.
- To attend staff meetings as necessary.
- To be familiar with Ellershaw House Ltd.'s policies, procedures and student care plans.
- To use own areas of expertise to assist in updating policies and risk assessments.
- Maintain knowledge of current Safeguarding legislation. **All safeguarding concerns must be reported to the Registered Manager and/or Deputy Manager immediately of awareness.**
- All staff must be flexible over the 28-day roster period. Short notice changes are sometimes inevitable due to sickness, holidays and emergencies but we will aim to give notice when possible.
- Staff are required to report for duty, clean and tidy at all times. Staff members should always have with them a set of outdoor clothes for working in the garden or the stables and a set of smart clothes for meetings or accompanying students on outings or appointments.

*This job description is intended to provide a guide to the general duties and responsibilities of the post. It is not a contractual document. It will be reviewed regularly and may be subject to change to better meet the needs of the service.*



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Person Specification	Essential	Where evidenced
Knowledge and experience of working safely in supporting vulnerable people with a wide range of behavioural issues. i.e. autism, mental health, challenging behaviour etc.	D	Application Form / Interview
Obtained or prepared to work towards an NVQ Level 2 in Health and Social Care, or some equivalent qualification	E	Application Form
Exhibit excellent communication skills both verbally and written in the form of reports, file management, performance monitoring and liaison with clients and in partnership with other agencies	E	Application Form / Interview/ Reference
Able to maintain professional boundaries whilst supporting individuals, sometimes in stressful situations	D	Interview
Ability to handle challenging behaviour in a calm and professional manner	D	Application Form / Interview/ Reference
Be proactive and use own initiative working as part of a team or independently.	E	Interview/ Reference
Ability to prioritise workloads, work under pressure and manage time effectively to meet deadlines as well as adopting flexible working to meet the needs of the students	D	Interview/ Reference
A clear understanding of what constitutes a safeguarding issue.	D	Interview
Have a general understanding of equality and diversity issues which exist in day-to-day life.	D	Interview
Experience of lone working.	D	Application Form / Interview / Reference
Have awareness of personal safety and of assessing risk when working in the community and in the workplace.	E	Interview
Unless exempt fully vaccinated against Covid-19	D	Application Form / Interview
Full clean driving license and full use of a car to reach our location. Driving license to allow use of company vehicles.	D	Application Form