

TITLE OF POSTS: Apprentice Support Workers – FULL TIME

REPORT TO: Team Leader

ACCOUNTABLE TO: Manager

PLEASE NOTE: ALL POSTHOLDERS MUST BE EITHER REGISTERED OR IN THE PROCESS OF REGISTERING WITH THE NISCC ON APPOINTMENT

Main Purpose of the Post

The Support Workers are part of the support team whose function is to meet the practical, physical and emotional needs of the individuals living in the Projects at Hugomont Drive, Ballymena.

The participants within the scheme will all have a learning disability and a mental illness/or challenging behaviour.

Ethos

Staff are expected to give respect and dignity in a challenging environment to all individuals in the project and maintain confidentiality within the organisation at all times.

SPECIFIC RESPONSIBILITIES:

1 Residents

- (i) To provide, where appropriate, personal assistance to individuals such as bathing, washing, toileting, dressing and feeding.
- (ii) To carry out domestic care tasks with the individuals, where appropriate.
- (iii) Under close supervision and guidance, to implement individual / group programmes of support as needed, for example, social skills, domestic training, personal hygiene and community living skills designed to enhance and maximise the capabilities and independence of the individual.
- (iv) To participate in Service User involvement in recreational and social activities.
- (v) To work in close liaison and co-operation with all staff within the unit and other staff from the statutory and voluntary agencies to provide the highest quality care for the resident.
- (vi) To act in a friendly and sympathetic manner towards Service User's relatives and carers whilst ensuring confidentiality for the Service User.

- (vii) To ensure that residents' medication is held/stored and administered in accordance with Praxis Care's Medication Policy.
- (viii) To intervene appropriately to resolve situations arising out of challenging behaviours/mental health difficulties. This may involve an element of physical risk to the employee. Staff will be fully trained in how to deal with these situations.

2 Administration

- (i) To ensure appropriate records are maintained and necessary reports, including untoward/critical incidents, are produced.
- (ii) To have a sound knowledge of the standards and specifications of the scheme to ensure a quality service.

3 Housekeeping

- (i) To participate in and facilitate the Service Users in keeping their accommodation at Hugomont Drive clean.
- (ii) To be involved in meal preparation, as necessary.

4 Meetings and Training

- (i) To attend regular staff meetings with the Manager and Team Leaders to review and plan work.
- (ii) To participate in a formal programme of supervision.
- (iii) To participate in service training and any external courses deemed to be essential to carrying out the duties of the post, in order to be competent in handling/responding to the particular needs of the client group.

5 Policies and Procedures

- (i) To have an awareness of all policies and procedures relevant to the post, including:
 - Handling and security of money
 - Reporting to senior staff unusual behaviour or deterioration in the health of the residents
 - Reporting of any untoward incidents and complaints
 - Fire Prevention

6 Health & Safety

- (i) To be aware of and act in accordance with Praxis Care's Health and Safety Policy.
- (ii) To conduct all activities in a manner which is safe to yourself and others.

This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.

It should be noted that the duties, designation and location of the post may be subject to changes to meet future needs of the Organisation.

CONDITIONS OF SERVICE

1 Location

The postholders will initially work in the Schemes at Hugomont Drive, Ballymena, including a new service development. You may be required to work in other learning disability schemes in the area, depending on the needs of the services.

Responsibility is on the employee to ensure that when using your car in the course of employment, that proper business insurance cover is acquired, and that your car is maintained in a roadworthy condition. A mileage allowance will be payable by the Organisation towards expenses

2 Salary

- Apprenticeship Salary is based on £12,330 per annum.
- Salary on successful completion of NVQ Level III in Health and Social Care will be £14,995 per annum

The above amounts are calculated on full time hours of 39 hours per week, and will be pro rata for part time staff.

Sleep-in allowance (if applicable) is £32.85 per night.

As part of the formal induction, postholders will be required to attend a training programme at the commencement of their employment for up to three weeks. It is part of employees' contract that they attend this induction and also complete the relevant workbook within the probationary period. Full details of venue and specific dates will be sent prior to this date.

3 Hours of Work

Full time hours are 39 hours per week. Due to the nature of the work, the postholder will be required to be flexible and to work such hours as are necessary to suit the needs of the Scheme. Additional sleep in duties may be required as dictated by the needs of the Scheme. This will involve unsociable hours, including weekends and possible waking nights.

4 Probationary Period/Notice Required

There will be a six month probationary period when either party may give one month's notice of terminating employment. During this time performance and attendance will be monitored and the postholder will be required to complete the induction workbook to the satisfaction of the Manager and fully meet the requirements of the job.

Following this probationary period two months' written notice in writing is required to terminate employment.

5 Annual leave entitlement

The postholder will be entitled to 20 days per annum, rising incrementally by one day each year (from 1 April to 1 April), to a maximum entitlement of 25 days per annum, plus 12 statutory holidays. Leave is calculated on working hours over a five-day period, and will be pro rata for different working patterns.

6 Smoking Policy

The Organisation is concerned about tobacco smoking and as a consequence, a No Smoking Policy is in operation for staff during working hours.

7 Alcohol Policy

There is a No Alcohol Policy. Staff should not consume alcohol before coming to work or whilst at work. This includes meal breaks.

8 Pension

A contributory pension scheme is available.

9 Equal Opportunities Policy

It is the responsibility of all staff members to ensure a harmonious working environment in which the dignity of all employees and service users is respected.

10 Trade Union

The postholder will be encouraged to join an appropriate trade union.

11 Appearance

It is a condition of employment that you are presented for work in a neat, tidy and appropriate manner.

12 Confidentiality

Through the course of your employment, you may become aware of information concerning service users, staff or business operations. All such information must be treated as confidential during or after your period of employment.

13 Volunteering/Fundraising

Praxis Care is a charitable organisation that is supported in its work by volunteers/fundraisers throughout the community. There is an expectation that employees will volunteer for one event per year to assist our service users or fundraising department.