



South West Action for Learning and Living Our Way

Patron John Cullum DL

The Old Engine House, Old Pit Road, Westfield, Radstock BA3 4BQ

Base House Senior Support Worker Vacancy at SWALLOW Charity

Thank you for your interest in SWALLOW Charity. We are an expanding local charity based in Westfield, carrying out our work within Bath and North East Somerset. This role provides an exciting opportunity to make a direct, positive difference to local teenagers and adults with learning disabilities.

SWALLOW was founded in 1993 and the charity now supports over 130 members, providing tailor-made support to enable them to live their lives to the full as independently as possible.

SWALLOW is user-led which means that our members are at the heart of everything we do. Our members have a say in all of the courses, activities and events that we run. This role is integral to empowering every individual and to maintaining the high standards and variety that our members expect from us.

To apply for this job please download the Job Description, Person Specification, and our Application and Monitoring Form.

Please return your completed Application and Monitoring Form to:

Lucy Gilbert SWALLOW

The Old Engine House

Old Pit Road, Westfield

Radstock

BA3 4BQ

Email: michellecox@swallowcharity.org

Deadline for Applications is Monday 11th October 2021

Any enquiries about the vacancy can be made to 01761 414034.

We look forward to receiving your application,

Yours faithfully

Michelle Cox Human Resources Manager



SWALLOW is working to make sure that teenagers and adults with learning disabilities live the lives they choose, through user led support.



Base House Senior Support Worker

Title:	Senior Support Worker
Hourly Wage:	£10.39 per hour
Sleep in Allowance:	£48
Responsible to:	Registered Manager and Deputy Registered Manager
Place of Work:	SWALLOW's Base House and Office
Holidays:	25 days pro rata plus bank holidays
Out of Office Hours:	To include evenings, weekends and sleep-in duties and Duty Manager
Contract:	Subject to the successful completion of a 6 month probationary period

Role:

Base House is a CQC registered Care Home, it provides the opportunity for teenagers and adults with a learning disability to come and stay overnight for one night a week to learn independent living skills. Up to three members (service users) stay supported by one member of staff. The Base House is currently open Mon – Sat, the shift runs from 2.30pm until 10am the next morning with a sleeping night. Staying overnight at Base House also offers the individuals and their families some respite.

To support the Registered Manager and Deputy Registered Manager in ensuring that our Registered Care Home/Training House (Base House) will maintain the previously high standards achieved with Quality Care Commission inspections. The role of the senior support worker is to take responsibility for the overall care and support of members using Base House to maintain high standards of training and support.

Senior Responsibilities

- To work alongside the Registered Manager and Deputy Registered Manager in carrying out the day to day management of SWALLOW's Base House.
- To update support plans, risk assessments, medical health assessments when changes occur.
- To carry out staff supervision on an eight weekly basis and record the sessions, passing on any concerns to the Human Resources Manager.
- To help to introduce new members to Base House, organising trial visits and assessing their training needs and support.

- To support Base House members to formally review their care and support plans on an annual basis and to periodically check for changes to these plans and update as required (at least every three months).
- To hold annual review meetings, supporting members to invite guests of their choice. To revise Care and support plan notes and produce outcomes and goals.
- Attend meetings on behalf of members as required.
- To carry out Duty Manager responsibilities on a rota basis.
- To ensure good monitoring systems/procedures at Base House to show members progress and outcomes.

Support Responsibilities:

- Support workers will, at most times, be expected to work alone.
- Base House Support workers are expected to use their own cars to transport members whilst on duty.
- To carry out one sleep-in per week at Base House, with some flexibility needed to swap nights as required.
- To support members with learning disabilities using Base House and in the local community with all daily living tasks
- To provide the support required, as identified in members care plans. This includes support with: *Personal care, Medication, preparing food and cooking meals, shopping, cleaning, and accessing community facilities*
- To help members develop their skills and achieve the aims that they have identified for themselves and to help members become involved in leisure pursuits and social activities as they request to do so
- To help members develop community skills and encourage community involvement
- To help members to involve themselves in leisure pursuits and social activities as they request to do so, assisting with transport when appropriate
- To support members to attend daytime activities such as SWALLOW workshops, day centres, colleges and work
- To work within an anti-discriminatory framework
- To encourage members to take responsibility for them selves
- To follow all SWALLOW's policies and procedures and maintain professional standards at all times to contribute to the maintenance of safety, security and confidentiality standards
- To attend supported housing staff meetings and general SWALLOW staff meetings on a regular basis
- To provide emotional support and advice to tenants and help them deal with their concerns, anxieties any disputes in a non-confrontational manner

- Keep accurate records and complete all necessary paperwork to ensure excellent communication.
- Participate in supervision and appraisals for your team
- Undertake self-development by completing mandatory training.
- To support relief staff, students and trainees in practical 'shadow' training shifts when probation period is successfully completed
- Be willing to offer occasional support to other members when appropriate by supporting SWALLOW activities such as workshops, fun club activities, and parties
- Take on other tasks / duties for which you are competent and as deemed suitable by senior staff.
- To give personal support to members when required

Other information

General

All SWALLOW employees are expected to comply with statutory requirements and SWALLOW's employment policies while carrying out their work. This post is one of continual development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of SWALLOW. All employees and Trustee board members are CRB checked.

Equal Opportunities

The post holder must at all times carry out his/her responsibilities with due regard to SWALLOW's Equal Opportunities Policy.

Performance Review

Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.

Health and Safety

All employees are subject to the Health and Safety at Work Act. The post holder is required to pro-actively comply with their duties as described by SWALLOW's Policy and objectives for health and safety.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work.



Person specification for Senior Support Worker Base House

Essential qualities:

- Experience of working with people with learning disabilities in a training/supporting role.
- To be willing to listen to, respect, and respond to what people with learning disabilities say.
- Good understanding of the Care Quality Commission and their regulations.
- Knowledge of good practice and legislations in a Health and Social Care setting.
- Good leadership skills with the ability to manage conflict resolution and negotiation.
- Minimum Level 3 qualification in Health and Social Care.
- The ability to write and work with care plans and risk assessments in a person centred way.
- Good organisation skills and time management with past experience of managing an ever changing work load.
- Ability to work on own initiative and to be able to lead a staff team to best support the members that attend Base House
- To have a full driving licence and a car available to use at work.
- To have a calm flexible approach and an ability to work as a member of a team.
- To have the ability to communicate with people with learning disabilities in an accessible manner.

Desirable qualities

- To have some knowledge of local area.
- To have experience of supporting people living in their own homes.
- Some knowledge of legislation relating to supporting adults in housing such as Data protection, Health and Safety and Human Rights.
- To have experience of being part of a user led organisation.
- To have experience of working in the Charity sector.
- To have experience of monitoring and managing quality
- To have a good understanding of equal opportunities.
- To have experience of supervising and managing a team of staff.