



**South West Action for Learning and Living Our Way**

**Patron John Cullum DL**

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

## **Floating 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: [LucyGilbert@swallowcharity.org](mailto:LucyGilbert@swallowcharity.org)

Deadline for Applications is Friday 27<sup>th</sup> November 2020

Any enquiries about the vacancy can be made to Lucy Gilbert on 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.**



**SWALLOW**  
**Job description**  
**Floating Support Worker**

Title:	Floating Support Worker
Hourly Wage:	£9.22 (Floating Support worker pay scale)
Sleep in Allowance:	£48.00
Responsible to:	Registered Manager and Senior Support Workers
Place of Work:	Across the whole of SWALLOW
Holidays:	25 days pro rata
Sick Pay:	Paid in conjunction with statutory sick pay
Out of Office Hours:	To include evenings, weekends and sleep-in duties.
Contract:	Subject to the successful completion of a 6-month probationary period

**Job Purpose:**

To support the SWALLOW team by covering work across SWALLOW's supported housing, Base House and courses. Support workers will, at most times, be expected to work alone.

Responsibilities:

To support tenants with learning disabilities in their own home and in the local community with all daily living tasks.

To provide the support required, as identified in tenant's care plans.

This includes support with:

**Personal care**

**Medication**

**Making and Attending medical appointments**

**Managing day to day finances**

**Preparing food and cooking meals**

**Shopping**

**Cleaning**

**Accessing community facilities**

- To support senior staff in keeping care and support plans up to date by recording changes and updates when appropriate.
- To attend, and support tenant's in their review meetings.
- To help tenants develop their skills and achieve the aims that they have identified for themselves.
- To help tenants develop community skills and encourage community involvement.
- To promote and encourage tenants to adopt a healthy diet and lifestyle.
- To help tenants to involve themselves in leisure pursuits and social activities as they request to do so, assisting with transport when appropriate.
- To support tenants to attend day time activities such as SWALLOW workshops, day centres, colleges and work.
- To work within an anti-discriminatory framework.
- To encourage tenants 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 liaise with SWALLOW's staff, parents, and other professionals.
- 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. Assist senior staff with the compilation of care and support plans. Prepare incident, accident, reports and daily records and monitor forms as required.
- Participate in supervision and appraisal for self, and undertake self-development by completing mandatory training and working towards NVQ3 in Social Care.
- 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.

## **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 DBS 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 Floating Support Staff**

### **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.
- To have a calm flexible approach and an ability to work as a member of a team.
- To have good communication skills and be willing to liaise with SWALLOW members, other staff members of the team, parents, health and social care professionals and other provider organisations.
- To have the ability to communicate with people with learning disabilities in an accessible manner.
- To have a good understanding of equal opportunities.
- To be able to take responsibility and be willing to be the sole worker when required to do so.
- To have a full driving licence and a car available to use at work.
- To have flexibility to enable you to work a wide range of hours and sometimes cover at short notice.
- To be willing to complete a full induction at SWALLOW which will enable you to work as a support worker in any area (supported housing, Base House and Courses)
- Must be willing to undertake the 'Care Certificate' as part of the induction process.

### **Desirable qualities:**

- To have some knowledge of local area.
- To have experience of supporting people living in their own homes with some knowledge of good practice policy.
- 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 within the Quality Care Commission framework and some knowledge of the National minimum care standards.
- To have been involved in the application of care plans and risk assessments.
- To have, or to be working towards Diploma level 3 in Health and Social Care (Adults).
- Have knowledge of the legislation involved in protecting vulnerable adults from abuse.
- Ability to display conflict resolution skills.