**Job Description & Person Specification**

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| **Job Title** | Support Worker  |
| **Salary** | £10.00 per hour |
| **Location** | Cornford Lane, Pembury |
| **Department/ Service** | Kent Residential Services |
| **Responsible To** | Service Manager |
| **Contracted Hours** | Full-Time or Part-Time (up to 40 hours per week) |

**About the Role:**

At Aspens, we have over 100 years of experience in supporting people with learning disabilities and on the autism spectrum as well as children, young people and adults with a range of disabilities or complex needs. We are here to provide practical and emotional support at all levels of independence, in everyday environments and in the community so that each member of our extended family is empowered to live the way they choose. In fact, our most powerful advances come from the people we support, because they tell us how it should be.

Due to the variety within our services and the different support needs of the individuals we work with; the role of a Support Worker is one with great diversity and challenges for employees at any stage of their career.

The role of a Support Worker can range from team based or lone working care roles. As a support worker the day-to-day tasks that you will be required to complete can include:

* Supporting service users with administration of medication
* Supporting with personal care needs and nutritional needs
* To support with making and attending medical appointments, ensuring accurate comprehensive records are kept.
* Supporting food shopping and individual’s personal shopping needs
* Supporting with laundry duties and cooking and cleaning
* Supporting with finances and other administrative tasks
* Supporting with moving and handling requirements and using hoists
* Supporting with social activities and accessing community-based services including those required to promote health and wellbeing.
* Offering emotional support to service users and acting as a positive role model enabling the service user to lead a fulfilling positive lifestyle.
* Writing daily notes and completing relevant forms such as accident/incident forms
* Completing daily observation sheets, ensuring a smooth flow of information to facilitate good communication within the staffing team, as well as professionals who require viewing of these.
* Fully implementing policies and procedures of the organisation and that all recording systems are completed accurately on a regular basis. To sign to say that all policies and procedures have been read.
* Working under the supervision of the line manager to enable the implementation of individual service user’s care plans.
* Working under the supervision of a line manager, to prepare individual assessments on service users, liaising with family members (as appropriate), care managers and other relevant professionals.
* Keeping service users safe and reporting any changes or health concerns
* Attending training, participating in supervision sessions with nominated manager and attending staff meetings as required by your line manager.

Apart from the duties summarised above, we retain the right to include other reasonable duties which are part of, and incidental to this type of work.

Everyone we support is an individual and our care plans reflect this.

We are able to offer a variety of hours and shifts, meaning you can find a job that suits your schedule, helps with your work / life balance and still enjoy the challenges and rewards of working in care.

**About the Service:**

We work across Kent; supporting individuals with autism spectrum conditions, learning disabilities and physical disabilities across residential care homes, supported living homes, day services and our fantastic outreach programme.

Each of our services is unique and supports individuals with different support needs. Because of this, Aspens Charities are able to offer a variety of amazing roles and challenges to suit what you may be looking for.

We are currently searching for people to join our team across our services on Cornford Lane, Pembury. Each of our services are full of energy and have their own, individual character. If you would like to find out more about each of our services separately we can provide this information on request!

**About Aspens:**

At Aspens we strive to uphold our **core values** by aspiring to beleaders with **integrity** in the social care field, setting the highest possible standards for the care of the people we support.

Our dedication to caring for people applies to our valued workforce as well as to the people our organisation exists to support, and we work to treat all of our employees, external partners and those we support with respect and kindness at all times in **inclusive** environment we offer here at Aspens.

We **empower** our staff by equipping them with the skills, knowledge and tools they need to do an excellent job, remain up to date with the latest developments and training in the sector and to achieve their own professional goals.

For more information about Aspens and our services please visit our website: <https://www.aspens.org.uk/>

You can also take a look at our social media pages on [Facebook](https://www.facebook.com/AspensCharitiesLtd), [Instagram](https://www.instagram.com/aspens_charities/?hl=en), [Twitter](https://twitter.com/AspensCharities), and [LinkedIn](https://www.linkedin.com/company/aspenscharitiesltd/)

**Benefits of the Role:**

We are very happy to offer this role at a starting salary of **£10.00 /hour** while also offering further training and development opportunities alongside a full induction, enrolment to the workplace pension scheme (if eligible), paid sick leave which increases with years of service, 6 weeks annual leave entitlement (including bank holidays) and access to our amazing wellness programme.

Aspens are committed to empowering staff to succeed in their professional goals and so have in place support teams and networks to help with any issues that our employees face.

All Aspens staff are supported by the charity to complete weekly COVID-19 tests to ensure the safety of the staff team and the people being supported by Aspens. Any successful candidate will also benefit from compulsory weekly testing once their start date has commenced.

All Aspens staff are entitled to discounts across the country through Blue Light Discounts™ and Health Service Discounts™.

Any offer would be subject to Disclosure and Barring checks, which we will complete on your behalf if you don't already have one, and satisfactory employment references.

We will consider job share and part time arrangements for all posts in line with the needs of the charity.

**Person Specification**

As a charity we are looking for caring, hardworking and understanding people to join us to promote the values that Aspens champions.

Ideal candidates are those who are able and willing to work toward their own personal progression for self-development and to be able to better support the people we work with.

We have an incredible internal training team who support staff from day one to not only benefit your career going forwards but to offer you that first step in a new career if this is what you’re looking for.

See below our essential and desirable criteria for candidates applying for this role.

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| **Clock** | **Essential Availability:*** N/A
 | **Desirable Availability:*** Flexibility to work Monday-Friday, Weekends, Sleep-In Shifts and Overtime shifts as required
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| **Books** | **Essential Training and Qualifications:** * N/A
 | **Desirable Training and Qualifications:*** NVQ L2 in Health and Social Care or equivalent, or willingness to work towards this qualification
* Completion of the Care Certificate, or willingness to work towards this
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| Head with gears | **Essential Experience and Knowledge:*** N/A
 | **Desirable Experience and Knowledge:*** Previous experience working with vulnerable children/ young people/adults or transferable skills that would enable you to do this
* Previous experience working with people with Learning Disabilities, Physical disabilities, Autism and associated medical needs or Demonstratable working knowledge of autism, Learning Disabilities and associated medical needs
* Previous experience of working within a residential/ supported living service or similar environment
* Previous experience of lone working as well as working within a team
* Previous experience of working with individuals that display behaviours of concern
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| Puzzle pieces | **Essential Skills and Attributes:** * A caring personality with a drive to help others
* A positive ‘can-do’ attitude with good problem-solving skills
* A calm, friendly and patient nature
* A team worker with good communication skills
* A Trustworthy individual with good listening skills and the ability to show empathy
* Good English and Maths Skills
* Good working knowledge of IT
 | **Desirable Skills and Attributes:*** Working knowledge of an electronic system as such SharePoint to manage timesheets etc
* Driving Licence and/or access to your own transport
* Possession of a transferrable Disclosure and Barring Service Certificate
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| Car | **Additional Essential Criteria:*** N/A
 | **Additional Desirable Criteria:*** Full UK Drivers Licence and access to own car
* Lives locally to Pembury or willing to travel
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