



The Richmond Fellowship
Scotland

JOB DESCRIPTION – SESSIONAL WORKER

This description gives an over view of the post, the key responsibilities and the context within which the post is offered. It is not intended to be an exhaustive statement of Terms and Conditions within TRFS.

Job Title and Salary Range

Job Title : Sessional Worker

Salary / Hours : £7.27 per hour; No guaranteed hours of work
To provide cover on a flexible basis

Accountable to : Team Manager / Senior Support Worker

Values and Commitment

TRFS is committed to providing high quality support designed around individual abilities, needs and choices. TRFS is committed to promoting independence and inclusion within communities. TRFS believes everyone is able to make their own individual contribution. TRFS seeks to work in partnership with all relevant parties but in particular with the individual themselves.

Support Services

TRFS supports over 2000 people across Scotland and provides a wide range of services designed to meet diverse needs. TRFS supports people with a range of abilities and needs, including those with mental health difficulties, learning disabilities, people with autism, individuals with dementia and people with alcohol related difficulties. TRFS supports people of all ages. TRFS provides most support within peoples own homes, but also offer services such as drop in centres, respite, and Care Homes.

TRFS is keen to ensure the voice of those we support is actively listened to, both in terms of the development of individuals' support and in terms of our organisational development.

The Job

The Sessional Worker will, when required, work directly with the people we support assisting them to develop meaningful lives.

Key Responsibilities

1. Provision of Support

- Assist in agreeing individual support plans with each service user based on their needs and wishes, as appropriate
- Directly assist service users with everyday living skills, for example, household tasks

2. Inclusion

- Assist service users to access community services activities
- Assist service users to develop meaningful relationships
- Contribute to maintaining useful information relating to these services and activities

3. Communication – Internal

- Pass on appropriate information to team members

4. Communication – External

- Work in partnership with other agencies involved in service users' care and support, as appropriate

5. Administration

- Undertake additional service based administration as appropriate and as required by the Team Manager / Senior Support Worker
- Assist in maintaining accurate, up to date individual support plans

6. Supervision and Review

- Participate in formal supervision on a regular basis
- Participate in the Review and Evaluation Process

7. Training & Development

- Participate in relevant training to enhance his / her suitability and relevant skills

This summary is not intended to be exhaustive, and will be reviewed on a regular basis. The Sessional Worker may be required to undertake additional duties.

All staff should familiarise themselves with the organisation's policies and procedures and work within TRFS Policy framework, including Health and Safety, Equal Opportunities, Discipline and Confidentiality.

Additional Information

All employees will be expected to apply for and maintain their Registration with the SSSC at the appropriate time, as specified by the SSSC, and to ensure they comply with the SSSC Code of Conduct.

All staff must familiarise themselves with all the Policies and Procedures of TRFS and work within both procedural and legal frameworks including Health and Safety and Equal Opportunities. In particular all staff have a duty to ensure they comply with requirements under the Protection of Vulnerable Adults and Children.

Prior to any unconditional offer of employment being made TRFS requires to have the following compliances satisfied:

- Satisfactory references
- Satisfactory PVG membership
- Compliance with Asylum and Immigration Act 1996
- Satisfactory medical clearance
- Qualification/SSSC registration (if applicable).

Code of Practice for Social Service Workers

Social service workers must:

- Protect the rights and promote the interests of service users and carers.
- Strive to establish and maintain the trust and confidence of service users and carers.
- Promote the independence of service users while protecting them as far as possible from danger or harm.
- Respect the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people.
- Uphold public trust and confidence in social services.
- Be accountable for the quality of their work and take responsibility for maintaining and improving their knowledge and skills.

This Job Description is not exhaustive and, following consultation, the post holder may be required to fulfil other responsibilities and tasks.

The Job Description will be updated on a regular basis in consultation with the post holder, the line manager and the HR Department.

I hereby accept the terms as stated on the Sessional Worker job description

Printed Name

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Signature

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Date

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