



The Richmond Fellowship
Scotland

JOB DESCRIPTION

This description is intended to give prospective applicants 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	:	Support Worker
Salary	:	£16,843 to £20,393 (salary scale)
Hours	:	37.5 hours per week, plus on-call duty/sleepover
Responsible To	:	Senior Support Worker

Values and Commitment

TRFS is committed to providing high quality supports 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 Support Worker will assist the Senior Support Worker in the provision of direct support as outlined in the individuals Personal Support and Development Agreement and ensure that all support provided is of the highest possible quality and will provide day-to-day support to people within TRFS services.

Key Responsibilities

Provision of Support

- To assist the Team Manager, Senior Support Worker in the provision of direct support as outlined in each individual's Personal Support Development Agreement (PSDA). For example, assisting people with every day living, such as household tasks and personal care.
- The Support Worker will assist the Team Manager, Senior Support Worker in the planning and the support required by each individual supported.
- Maintain accurate diary of support, and be accountable for any expenditure incurred in supporting individuals.
- Communicate any changes in the PSDA to the Team Manager, Senior Support Worker as required.

Team Working

- Support Worker will actively contribute to the effective team working within the service(s)

Learning and Development

- The Support Worker will receive and participate in supervision and appraisals with their line manager.
- The Support Worker will undertake forensic/specialist training as necessary.
- The Support Worker will undertake and keep updated in CALM Training.
- In addition they will demonstrate personal responsibility for learning, with particular reference to pursuing SVQ qualifications in Care
- They will act up for the Senior Support Worker as required.

Additional Duties

- Undertake other duties as required
- Promote the organisation in a positive manner

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

This job description is not intended to be exhaustive, and the post holder will be expected to demonstrate flexibility in undertaking additional duties as allocated. No major changes will be made to this job description without consultation with the post holder.

Dependent upon organisational needs, you may be required to work at other locations. Should this requirement arise, this will be discussed with you in accordance with the organisation's Internal Employees Secondment and Transfer Policy, a copy of which is available on the Intranet

Qualifications and Experience

It is essential that the post holder achieves a relevant qualification for the post as defined by the Scottish Social Services Council (SSSC).

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.

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

- Satisfactory references
- Satisfactory PVG membership
- Compliance with Asylum and Immigration Act 1996

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.

Scottish Social Services Council 2002



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**COMPETENCY AND PERSON SPECIFICATION FRAMEWORK
SUPPORT WORKER**

Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • A sound value base in respect of the rights of people with forensic label within society • Ability to calmly reflect upon practice. • To ensure positive regard is shown to supported individuals irrespective of behaviors/previous history. • A commitment to individuals being at the centre of decision-making as far as possible • Ability to adhere to and work within firm boundaries/guidelines. • Compassionate and non-judgmental. 	
Qualifications	<ul style="list-style-type: none"> • SVQ level 2 in care or above 	<ul style="list-style-type: none"> • SVQ level 3
Experience	<ul style="list-style-type: none"> • Previous experience of working with individuals with a learning disability/Autistic Spectrum Disorder 	<ul style="list-style-type: none"> • Previous experience in a related field, i.e. Criminal justice, Challenging behavior, etc
Skills and Abilities, Applicable to the post	<ul style="list-style-type: none"> • Excellent communication skills • To be able to support people in leading ordinary lives 	

I understand and agree to work to the terms as indicated on this job description

Name (Print)..... **Dated**

Signature

Please return a copy of your signed job description for your personnel file