



# Hamelin Trust

*Supporting individuals with disabilities and their carers*

## JOB DESCRIPTION

### Relief Support Worker

<b>Job Title:</b>	Relief Support Worker
<b>Accountable to:</b>	Senior staff within Hamelin Trust
<b>Location:</b>	Variable
<b>Grade:</b>	1
<b>Hours:</b>	Variable

***Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding clearance.***

#### Job Purpose and Responsibilities – General support

- Assisting the senior team and other colleagues in providing for the individual needs of the service users in our care and ensuring each person is encouraged to develop their own individuality and independence through achieving the outcomes identified in their Care and Support Plan. This includes providing assistance with accessing universal leisure facilities, bathing, dressing, assistance at mealtimes etc.
- To assist service users in accessing community facilities, which may occasionally involve lone working and to provide support in service users own homes.
- Support of an individual's carer/family members through the Trust's services that focus on this objective.
- Delivery of meaningful, innovative daily, structured activity sessions plus learning experiences to service users and carers to maintain and develop an individual's skills and assist them with achieving identified, agreed outcomes.
- Ensuring the service users safety through careful and continual supervision
- Supporting and co-operating with relatives and other significant people in the lives of the service users as well as colleagues throughout the Trust.
- Completion of accurate records for the service users.
- Prompt reporting of any accidents/injuries or incidents of concern, including those relating to safeguarding of the service user, to the senior staff on duty and completing appropriate records.

#### Job Purpose and Responsibilities – Night Support

- The primary duty is the care of the service users. Regular checks of at least hourly intervals must be made throughout the night to ensure the safety, comfort and well-being of the service users including attending to their needs as required. These must be accurately recorded for auditing and monitoring purposes. Service users who require 1:1 staff support during the night MUST be supported continually and a record of who is providing this support maintained.

- If not already asleep, as service users settle for the night ensure that all needs are met, individual routines followed and reassurance given where necessary
- Ensure that any appropriate and assessed elements of assistive technology are in place to support the service user.
- Housekeeping duties such as : -
  - Laundry, as and when necessary, i.e. washing, drying, ironing and putting away clothes and bed linen.
  - Preparation of vegetables and packed lunches for the following day, where relevant.
  - Preparation of the dining room for breakfast, i.e. laying tables and unloading the dishwasher if necessary.
  - Domestic tasks such as cleaning the kitchen or bathrooms
- As service users wake for the day ahead, assist them in washing and dressing, ensuring each person is encouraged to develop their own individuality and independence, in accordance with agreed individual care and support plans.
  - Write reports against the individual plans at the end of each shift regarding the service users and the care and support given during the night.
  - Assist day staff in changing and making of beds and tidying rooms generally.
  - Assist day staff in preparation of breakfast when time permits.
- Reporting verbally to the senior member of staff and other staff commencing duty regarding the service users by way of an appropriate an informative handover
- To be aware and act in situations where a service user may need medical attention urgently.

### Sleep in

- Sleep-in allowance will be paid at a fixed rate per night. This rate covers the requirement to sleep in and up to 30 minutes call out per night.
- If the member of staff undertaking the sleep-in duty is required to assist the on-duty waking night staff, or service user(s) in the absence of waking night staff, for more than 30 minutes then they will start to accrue pay at the normal rate. Once awake, the duties could include any of the night support duties listed above.

### Job Summary – Direct Support

- To be responsive of the need to safeguard service users, ensuring their safety and welfare is paramount and promoted at all times in all areas of practice.
- To maintain a commitment to ensuring that individual service users needs, wishes and aspirations remain the central focus of care provision in line with agreed plans and that this is considered in all aspects of daily activity
- To provide opportunities for both children and adult services users and their carers within residential and community based services to engage in a range of activities in areas such as; leisure/recreation, practical tasks, education, learning and skill development, and any preferred activities that individuals may wish to participate in within a variety of settings including Trust facilities, the local community and within their own homes

### Safeguarding Children & Vulnerable Adults

Employees are expected to be:

- Mindful of the need and their responsibility to safeguard service users, ensuring their safety and welfare is paramount and promoted at all times in all areas of practice.
- Familiar with, and abide by, all relevant Trust Safeguarding and Whistleblowing Policies.

## General

- Staff must also be able to engage in a full range of physical activities e.g. moving and handling, gardening, swimming.
- To act as an escort on Trust vehicles and drive these vehicles if able to do so.
- To keep well informed of and support others in the function of the care and support services and adhere to relevant legislation such as Health and Safety Act, Road Traffic Act, Data Protection Act etc. This list is not exhaustive.
- To have a general understanding of the legislation and regulatory requirements that are in place – such as the Quality Minimum Standards for children’s homes for children’s residential services, Health and Social Care Act and CQC standards for domiciliary care and adult residential services
- To maintain a professional approach at all times and to adhere to the policies and procedures of Hamelin Trust.
- To participate positively towards the ongoing development of the Services provided
- To complete relevant documentation regarding specific matters around the service user, their welfare, how they have spent their day and in relation to individual learning and care and support plans and to ensure that all appropriate records required by the Trust are maintained.
- To inform line managers immediately of any issues of concerns or complaints – including safeguarding concerns and accidents/incidents that may endanger the safety of service users and their carers who may also access Hamelin Trust services and support.
- To support individuals who may, due to the nature of their disability, engage in challenging behaviour
- To advocate for individuals who may require further advice with emotional or practical difficulties in relation to personal relationships, independent living and financial support for example, by signposting them to the appropriate professionals.
- To maintain an awareness of data protection issues and to ensure that all recorded information relating to service users is stored securely at all times

## Person centred care and support planning and implementing agreed goals

- To recognise, respect and support each Service User’s cultural, religious, sexual and emotional needs
- To support Service Users in every aspect of personal care – where relevant
- To support people, where possible, to maintain links with family and friends and to maintain and develop social and support networks in their own communities and beyond.
- To involve Service Users in as many areas of person centred care and support planning as possible
- To participate in a process of informal assessment to determine the individual wishes and needs of Service Users and the subsequent development of plans for Service users that focus on individual objectives/outcomes involving service users in this process as much as feasible
- To use agreed daily recording formats to evidence the development of key skills/outcomes/objectives agreed in the care and support plan and where present the individual’s person centred plan.

### Training and Meetings

- Attending relevant training courses and staff development programmes when these are made available by Senior Staff and to take personal responsibility for maintaining their continuous personal professional development
- Active involvement in the supervision, appraisal and personal development planning processes
- Actively participate in the induction of new employees
- To maintain effective communication, staff are expected to attend regular meetings

All staff are expected to work in co-operation with: -

- Hamelin Trusts senior management, staff, volunteers, consultants and students
- Staff from other agencies eg social workers, training providers such as Hamelin Trusts training team NPTC or City and Guilds, employment advisors, health care professionals etc
- Members of all professionals sharing responsibility for the well being of service users.

### Household Duties

- Assisting domestic and catering staff in maintaining high standards of general housekeeping and hygiene. These include laundry, food preparation, maintaining high standards of hygiene through the house, particularly the bathroom and kitchen and ensuring the house is generally tidy and therefore, a safe environment.

### Any Other Duties

- The duties and responsibilities listed above are an outline only and may therefore alter from time to time in accordance with service needs and legislative requirements. Staff are therefore expected to carry out any duties assigned by management which could reasonably consider falling within the scope of the job role.

### Important Notes

**All staff will be expected to work flexibly across the Trust. Staff will have a link based service and will be required to work a combination of shifts in keeping with their post. The pattern of shifts worked will be as service needs dictate. Staff will be expected to work in all Hamelin Trust services i.e. children and adult services/community (including service users own homes) and residential services and the Project Services.**

Signature of member of staff.....

Name in capitals.....

Date.....