

About The Stable Family Home Trust

ROLE	Residential Living Support/Care Worker
HOURS OF WORK	To be agreed - sleep in shifts (paid separately)
SALARY	£13.50 per hour
REPORTING TO	Service Manager
DATE OF ISSUE	November 2024

The Stable Family Home Trust (SFHT) is a registered charity that supports people with a learning disability, through the provision of a residential home, seven supported living homes, and day services delivered from sites in Christchurch, Ringwood and Southbourne. Our day services offer a wide range of activities and opportunities that support the development of skills, improve confidence and self-esteem, and enable our service users to live their best lives.

Established in 1980 by a group of families whose young adult children had learning disabilities, the Trust now supports over 100 people every year.

OUR MISSION STATEMENT

People are the foundation of our society, and we believe that everyone has a role to play in its success, and our commitment is to support people with learning disabilities to be recognised for their contribution.

OUR VISION

Our vision is a world where people with a learning disability have the same rights as everyone else, have access to the same opportunities as everyone else and receive the support they need, in the way they need it, so that they can live happy, healthy, productive lives as independently as they can.

We believe that every person who uses our services should be supported to achieve their ambitions in a way that celebrates their individuality and uniqueness. Our person-centred approach is inclusive of all and gives our service users the skills and confidence to be ambitious and participate in new opportunities that broaden and enhance their lives.

Our core values and shared objectives are rooted in our belief that every person we support is a valuable member of our society and are equal to everyone else within it.

OUR VALUES

- **Choice** – giving everyone the information they need to make good choices
- **Collaboration** – with our communities to increase participation and achievement
- **Respect** – an environment where everyone is seen, heard and valued
- **Safety** – safe services run by safe people in an environment where everyone is able to speak out without fear
- **Trust** – embracing accountability, honesty and openness at every level across the organisation

About the Role

As part of a small, close-knit team you will provide daily person-centred support and elements of personal care to eight residents, all with significant learning disabilities and some with physical disabilities, with a focus on supporting and promoting independent living as far as reasonably possible.

Key Responsibilities

1. Deliver all aspects of care and support in line with the Care Quality Commission standards, the Essential Standards of Quality & Safety, and the Health & Social Care Act 2008.
2. Ensure that all support and care is delivered in line with our organisational values and in a person-centred way that meets the individual needs of residents.
3. Provide essential personal care to residents in the morning and evening for those that require this support.
4. Prepare and cook meals for eight residents following safe eating guidelines and the government's Salt Reduction Targets.
5. Follow all environmental health requirements in relation to the storage of food, including recording of temperature in fridges and freezers each day, adhering to use by dates on fresh foods, and meeting the required hygiene standards for food storage.
6. Ensure that all food preparation is compliant with the regulations of food safety standards, including recording the cooking temperatures during the preparation of meals.
7. Ensuring that the weekly shopping order is placed.
8. Follow the daily cleaning and monthly deep cleaning schedules to ensure the flat is maintained to the highest standards of cleanliness.
9. Ensure that all the residents' laundry is done on a regular basis and that bedding, and towels are changed weekly or more often as individual need dictates.
10. Ensure that resident's medication is administered and recorded correctly, that medication is stored securely and that medication cabinets are checked daily, with temperatures recorded as required.
11. Update residents' records on Nourish daily and update support plans and risk assessments as directed by the Registered Manager.
12. Support residents to attend appointments offsite, including GP, hospital, dentist and optician appointments and any other appointments.
13. Attend review meetings with Social Workers for each resident.
14. Liaise with family members relating to the care and support needs of residents.
15. Provide some 1:1 support for residents to enable them to take part in activities off site of their choosing.
16. Take the residents on group activities throughout the week that enrich their daily lives and give them new experiences.
17. Complete the required vehicle checks for the flat's dedicated vehicle before setting out on any trips.
18. Support and assist residents in all areas of activity within their home and the community, in line with support plans & guidelines, as directed by the Registered Manager.
19. Respect the privacy and dignity of residents, and work with them in a way that promotes respect for each other and their personal spaces.
20. Be responsible for ensuring that a positive image of the residents is maintained when participating in activities in the community, and be willing to challenge negative attitudes or discrimination, reporting any such incident to the Registered Manager.
21. Report any safeguarding concerns relating to residents to the Registered Manager as soon as practicably possible.

22. Report any concerns regarding inappropriate practice towards residents from colleagues or other professionals to the Registered Manager as soon as practicably possible.
23. Provide simple and concise communication for residents who find it difficult to absorb the written word.
24. Maintain good working relationships with families, next of kin, and other professionals involved in their care provision.
25. Support residents with their finances as appropriate and ensure any handling of resident monies and property is in accordance with the Trust's policies and procedures.
26. Promote the independence of residents, ensuring that their rights and liberties are upheld at all times.
27. Assume responsibility for the safety of the residents and the building at night.
28. Lead on any evacuation process for residents in the event of an emergency outside of normal office hours.
29. Achieve and demonstrate agreed standards of personal and professional development within agreed timescales and undertake any training as required.
30. Work proactively to promote the Trust's equal opportunities policies both in respect of residents and colleagues.
31. Undertake any appropriate duties as may be reasonably required on either a short-term or long-term basis.

General Responsibilities

1. Be responsible for your own health and safety and contribute to the overall management of health and safety requirements across the organisation and comply with all the requirements of the Health and Safety at Work Act 1974 in relation to your responsibility for the health and safety of others.
2. Comply with all the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018 to ensure the appropriate management of personal and sensitive personal data.
3. Comply with all safeguarding policies and procedures in relation to reporting safeguarding concerns and follow all safety plans that are implemented to manage safeguarding concerns to ensure the safety and wellbeing of service users.
4. Proactively promote the Trust's Diversity, Equity and Inclusion policy to ensure inclusion and equity for all our people.
5. Respect the right to privacy and the confidentiality of all people using our services, including their families and carers, and maintain appropriate levels of confidentiality relating to colleagues, volunteers and any other person involved in the work of the Trust.
6. Support fundraising events and activities to support the development of the services the organisation delivers when required – this may include evenings and weekends.
7. Positively promote the work of the Trust when attending external meetings, events, and training courses.
8. Attend all training and development opportunities provided by the Trust to support you in your role.

PERSON SPECIFICATION

A - Application (used for shortlisting); I – Interview

Essential Experience	
Working in a residential or supported living environment for people with significant learning disabilities and other vulnerabilities, including mental health problems or Dementia	A/I
Preparing and cooking meals for groups of people with varying dietary needs	I
Management and administration of medication	A/I
Managing people with a wide range of support needs	I
Lone working in the community and within a residential setting	A/I
Responding and managing challenging situations relating to behaviours with minimal support	A/I
Driving small minibuses or people carriers	A/I
Supporting people with learning disabilities to participate in activities in the community	I
Using Case Management Systems for data and outcome recording	A
Following adult safeguarding and protection processes	A/I
Essential Knowledge/Skills	
Understanding of the Care Quality Commission regulations and standards	A
Understanding of Food Hygiene Standards	A
Ability to advocate for people with learning and communication limitations	A/I
Ability to cope in stressful situations with minimal supervision and make informed decisions when responding to emergencies	I
Ability to manage a varied workload and prioritise activities and responses in order of importance	I
Minimum of Care Certificate Level 2 and willingness to progress	A
Desirable Experience/Knowledge/Skills	
Knowledge of Deprivation of Liberty Safeguards	

Flexible Working:

Flexible Option	Can this role accommodate?	If no, why?	If maybe, why?
Part time Hours	Yes		
Night Work	Yes		
Split Shift	Yes		
Work from Home	No	This role requires the employee to be on site.	

Competencies (delete as appropriate)

- **Collaboration:** Ability to develop and maintain working relationships internally and externally.
- **Communication:** Ability to communicate information clearly in different formats to service users and colleagues.
- **IT Literacy:** Ability to use IT systems for the purposes of email and data management, and to use basic software packages including Microsoft Office (Outlook, Word, Excel, PowerPoint).

- **Proactive:** Self-motivated with a reliable approach to timekeeping, a positive approach to problem-solving and able to work independently or with minimal supervision when required.
- **Systems driven:** Ability to improve processes and develop systems to improve efficiency.

Other Information

We are strongly committed to ensuring equity and inclusion to ensure the voices of our users and beneficiaries are represented across our organisation to impact on our strategic aims, vision and mission. We particularly welcome applications from people with disabilities, people of colour and people from different socio-economic and educational backgrounds.

Safer Recruitment: Safe recruitment is central to the safeguarding of our service users. As part of recruitment, we carry out a vetting and barring check for those successful at interview, but this does not necessarily exclude applicants with convictions. The DBS check for this role will be at **Enhanced with Barred** check level. Failure to declare any relevant information that is later provided by the Disclosure and Barring Service, may result in any offer of employment being withdrawn.

This post is an essential car user post so you must be a car owner with a full UK Driving Licence and appropriate business insurance. You will be reimbursed for any mileage undertaken in relation to your job role.

Please confirm you have read and understood the above by signing and dating below:

Signature _____

Date _____