Date as Postmarked

Dear Applicant

# Re: Job Ref LM17-SDWL - Post of Support Worker

Please find enclosed job description and application form for the above post.

Lothian Centre for Inclusive Living is only passing this information on to you on behalf of an individual employer. If you are short-listed you will be contacted by our client.

If you do not hear from them within four weeks from the closing date, you can presume the post has been filled. Unfortunately we are unable to write to those who have not been short-listed for interview.

Thank you for applying for the job and Good Luck with your application!

Yours faithfully

# Admin Support

Independent Living Team

**Job Description for Support Workers** **Ref: LM17-SDWL**

The aim of the job is to provide support, assistance, leisure activities and care to our 21-year-old son who has autism, severe learning difficulties and suffers from anxiety and epilepsy. The support worker will join a small and friendly team, and be given training and guidance from the parents and professionals who work with him, based in the family home.

The support worker will receive professional training in the principles of Positive Behaviour Support**🟋** and their implementation and use in caring for our son. This is necessary to deal effectively with the many communication and behavioural issues which arise.

After a period of training and familiarisation with the duties, the Support Worker will be required to assist our son with the tasks and activities listed below. After the training is complete, the post holder will need to be able to work on their own initiative whilst at the same time respecting our son’s needs, wishes, and the extensive written guidance and behaviour management protocols in place.

Our son has been housebound for many months due to anxiety issues, and progress has been very slow. However he has just started to leave the house again and we hope that, with the right support and interventions, over the coming months he may begin to resume activities he has enjoyed in the past, such as walks, bike rides and simple local shopping. When he is outdoors he will need to be accompanied by two support workers.

**Hours**

This post will be for between 10 and 16 hours a week, to be agreed with the applicant. It will include shifts on weekdays, at weekends (on a Saturday or a Sunday, but not both), some evenings, and occasional overnights if the family are away. Shift patterns are arranged to suit individual team members wherever possible. In addition, there are team meetings once a month; these currently take place on a Friday from 10.15am to 12 noon.

The job requires providing assistance with the following.

**Personal and Domestic Tasks**

Even though at present our son is not spending as much time outdoors as we would like, he is very active and busy within the family home, so he has a full schedule that he follows every day. The support worker will support him to complete these.

* Assistance with household tasks, simple food preparation, playing board-games, reading, baking, small art projects, trips out to the local bottle bank and post box, simple tasks in the garden, writing birthday cards, taking photographs, using Facebook, etc.
* Preparation of simple meals
* Cleaning and tidying up after activities
* Assistance with morning and evening routines, shaving, bathing, etc.
* Assistance with toileting including personal hygiene.
* Assistance (we hope, eventually) with leisure activities outside the home to give our son enjoyable exercise, for example taking him for walks (typically 3 to 6 miles) or cycle rides on traffic free routes, doing simple shopping locally and similar individual activities.

**Other Tasks**

* Recording information about the day’s events
* Assisting with administration tasks, for example making new visual materials and laminating them, helping to update protocols, guidance and reports, etc.
* Helping to train new team members once you are fully experienced and established in post
* Attending multi-disciplinary professional meetings on occasion.

**Qualities Needed**

* Reliability, punctuality and trustworthiness. You must be a complete non-smoker/non-vaper. You should like young people, be organised, positive and enthusiastic, and enjoy a challenge. You should be patient and kind, but firm when necessary. Previous experience working in care, and with learning disability and autism, is an advantage. The successfully applicant needs to be reasonably fit to keep up with our son as he is physically able and can walk fast outdoors.

**Long term commitment**

* We are hoping to maintain a stable team to work with our son long term.

To enable continuity for our son and because of the length of training, please do not apply unless you are willing and able to stay in the job for at least a year.

**The Post**

Training will start as soon as you are available. Rate of pay will be £12.07 per hour. Overnights are paid at £75.74 per night. The package will include 5.6 weeks of paid annual leave (calculated on pro-rata basis depending on weekly hours). The employer will also operate a statutory workplace pension scheme, into which you will be auto-enrolled, if you qualify.

This post is funded by West Lothian Council under the Direct Payments Scheme, but the young man’s mother will be the employer on his behalf.

All references will be followed up.

If successful, you will be required to be a member of the PVG (Protecting Vulnerable Groups) scheme or to obtain membership. If you need to apply for PVG scheme membership, we will pay for this. For more information go to

<http://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm>

**🟋**Positive Behaviour Support

For more information on this evidence-based approach to help people with learning disability (and their carers) live better lives, go to

<http://pbsacademy.org.uk/>

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| **Application Form for Job Reference: LM17-SDWL** |
| **NOTE:** Please complete this application form accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the job description. |
| **Applicant’s Details** |
| Surname:First Names:Telephone:Mobile:Email: | Address:  Postcode:  |
| **Education/Training** (please continue on a separate sheet if required) |
|  | **From** | **To** | **Qualifications Obtained** |
|  |  |  |
| **Current / Previous Employment** (please continue on a separate sheet if required) |
| **Position** | **From** | **To** | **Main Duties and Reason for Leaving** |
|  |  |  |  |
| Personal Statement – Experience, skills and general comments. |
| **NOTE:** After reading the Job Description carefully, consider what skills and experience you have that are suited to this post. They need not have been gained in paid employment and may include special interests relevant to the post. If you need additional space please use a separate sheet. |
|  |
| **Do you have a current driving licence YES/NO** |
| Please state whether Provisional or Full licence. Detail any endorsements below.Do you own a car? **YES/NO**If yes, would you be prepared to use it for work?  **YES/NO** |
| **When would you generally be available to work? (Please tick)** |
|  | **Morning** | **Afternoon** | **Evening** | **Night** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |
| **Saturday** |  |  |  |  |
| **Sunday** |  |  |  |  |
| **When would you be available to start work?** |
|  |
| **Where did you see this job advertised?** |
|  |
| Please name two people who can be contacted to provide referencese.g. former employer, college tutor, other professionals – **not** friends or relatives.  |
| Name: | Name: |
| Position: | Position: |
| Relationship to you: | Relationship to you: |
| Address:Tel. No. | Address:Tel. No. |

## I declare that, to the best of my knowledge, the information I have given is true and correct. I understand that deliberately providing false information could lead to my dismissal.

### Signature : Date :

Please return this form so that it is received by the closing date of 26/01/2018

Either email it back at pajobs@lothiancil.org.uk or post to address given below. To ensure delivery, please check that sufficient postage has been paid.

 To : **LCIL**

 **Norton Park, 57 Albion Road Edinburgh EH7 5QY**