



JOB DESCRIPTION

Co-Worker

General Introduction

Tiphereth is a Camphill Community. In living, working and growing together the community provides residential care homes, supported living tenancies and day support services for adults with learning disabilities and autism. We operate a range of social enterprises which support our community. For more information on the community please visit our web site tiphereth.org.uk

We are a small semi-rural Camphill Community and have been based on the outskirts of Edinburgh at the foot of the Pentland Hills for over 25 years. Together we make up a community of about 100 people.

- The life sharing Residential community lies at the heart of Tiphereth. Run by vocational coworkers and supported by the charity the ethos of community building within a Camphill provides 12 residents with permanent homes at Tiphereth in three houses in Colinton. Vocational coworkers are unsalaried and are financially supported by the charity. They are supported by international volunteer coworkers and salaried staff. As a key group in the community they are representative in all areas at a senior level.
- The Day Service provides meaningful work within the Camphill community. Made up of a variety of environmental and creative workshops members are supported by salaried staff led by a Day Service Manager.
- Tiphereth Trading Ltd is the name under which our social enterprises are operated. We have a disused quarry site for outdoor work producing compost and firewood for sale to the public. Colinton Community Compost runs a green waste collection service, processes and sells compost and Colinton Community Firewood produces and delivers firewood in the Edinburgh area.
- Supported Living tenancies provide permanent homes for an additional 10 members to join the community. These opened in 2018 and the three self-contained flats and one house are staffed by a team led by a Supported Living Manager.
- In 2019 a joint social enterprise and day service café/bakery and Cookery School will open to the public.
- The office team provides support for the Camphill Community in fulfilling its charity obligations. It consists of a Quality Manager, Operations Manager, Finance Officer, Fundraising Officer, office administrators and a maintenance person.

Ethos of the Organisation

As a Camphill Community, Tiphereth offers adults with learning disabilities and autism the opportunity of living and working together to realise their potential. Our life and work is based on Rudolf Steiner principles of Anthroposophy and Social Therapy. This work is influenced by the traditions inherited from the founder of the Camphill Movement, Karl

König, and developed in a 160 Camphills worldwide. Through working with these principles Tiphereth aims to meet the physical, emotional and spiritual needs of the individuals in our care and within our workforce. Tiphereth strives to create situations where each person has the opportunity to participate in meaningful work, believing that work is the primary vehicle for personal growth and development.

Our holistic vision is to integrate the spiritual nature of Camphill with the requirements of delivering an outstanding care service and social enterprise. We believe we can remain true to our founding principles, whilst building a vibrant, creative and inclusive community where people of all abilities are equally valued, encouraged to grow and make a positive contribution.

Main Purpose of the Job:

The post holder is to provide care and support to adults with learning disabilities and autism to enable them to achieve personal outcomes. Guided by our strapline: “Living Together, Working Together, Growing Together” the Co-Worker will provide relationship-centred care and support that values and promotes growth and a sense of belonging through working in small groups and shared life settings. Tiphereth day services aim to provide meaningful work and the structure of the day promotes a positive work ethic.

Key Tasks

- To personally uphold Tiphereth’s mission and vision statement, and Camphill values which underpin the aims and objectives.
- To build relationships with people using a person-centred approach founded on dignity and respect for individuality, and that enables choice and control
- To provide small group support (up to 3 people), and one-to-one support
- To work positively with any behaviours of concern that may challenge.
- To provide care and support with personal /intimate care tasks, administering medication safely, assisting a person’s mobility safely including using equipment, supporting meals, social activities, outings and attending appointments.
- To support people to participate as fully as possible in tasks and activities that interest and engage them, developing skills and a sense of purpose and value
- To act as keyworker for some people taking a lead role in ensuring outcomes, support plans and risk assessments are reviewed at least every 6 months.
- To build good relations with families, carers and other relevant professionals
- To plan, organise and facilitate group and individual activities
- To work as an effective member of a team following agreed procedures, and contributing to professional discussions and a positive team working environment

Other Tasks

- To share in daily cleaning tasks and maintain safe and aesthetically pleasing working/living environments
- To take personal responsibility for professional development in line with SSSC requirements, and contribute to supervision and team meeting discussions
- To support and participate in the cultural and festival life of the community and a taskforce meeting
- To work safely and professionally according to organisational policies and procedures including Health and Safety

Social Pedagogy / Social Therapy

The post holder will take an active interest in the principles of Social Pedagogy and of Social Therapy which underpin our work, and make full use of training and supervision opportunities to ensure that working practices and attitudes support Tiphereth's values and principles.

Training and Supervision

There is an initial period of induction for the new Co-worker. Support and appropriate further training or refresher courses and professional development will be agreed with the Day Service Manager.

The Co-Worker has access to support and supervision sessions with their Team Leader and with the Day Service Manager, where feedback is gained, issues of concern or those needing clarification can be raised, and where practices can be reflected on.

Terms and Conditions

Tiphereth is committed to the Scottish Government's Safer Recruitment Policy (November 2016). Tiphereth is required to carry out checks on your employment references.

The annual salary is £17,574.38 rising to £19,110 per annum over 6 years. The starting salary is pegged to the Scottish Living Wage + 3%.

Tiphereth operates an Auto-enrolment Pension Scheme, which you are required to join or provide an alternative Scheme. Tiphereth contributes a sum equivalent to 5% of annual gross salary on behalf of the employee and the employee makes 4% contribution to the Scheme. Together these contributions provide a pension of 9% per annum.

You will be entitled to 36 days paid holiday per annum inclusive of statutory and public holidays. Every two years the holiday allowance increases by 1 day to a maximum of 40 days annual leave. The leave year is 1 April to 31 March.

Tiphereth day service is closed for 2 weeks at Christmas/New Year; 1 week at Easter; 2 weeks in July; and 1 week in October. Day service staff are required to take their holidays at the same time as these closures. This accounts for 31 days of their annual leave and the other 5 days may be taken flexibly through the year.

The working hours are 37.5 per week. The working day is 8.55am to 4pm three days a week and 8.55am – 5.00pm two days a week (Monday and Thursday). The job may on occasion require additional hours outside the normal working day, however as an employee you should not exceed those of the Working Time Directive. Your period of notice is 4 weeks.