



## **CO-WORKER – DAY SERVICE**

**12 month maternity post – start date late April, early May 2019**

### **JOB DESCRIPTION**

#### **Introduction**

Tiphereth is a small semi-rural Camphill Community based on the outskirts of Edinburgh at the foot of the Pentland Hills. Together we make up a community of about 150 people. The community provides residential care homes, supported living tenancies, a social enterprise and day support services for adults with learning disabilities and autism. For more information visit [www.tiphereth.org.uk](http://www.tiphereth.org.uk).

Tiphereth offers adults with learning disabilities and autism the opportunity of living, working and growing together to realise their potential. Our life and work is based on Rudolf Steiner's anthroposophy and the principles of Social Therapy. We are also influenced by Social Pedagogy. Through working with these principles Tiphereth aims to meet the physical, emotional and spiritual needs of the individuals we provide a service to. Tiphereth strives to create settings where each person has the opportunity to participate in meaningful work, believing that work is the primary vehicle for personal growth and development.

Our day service has five work groups. The focus of the groups is to provide meaningful work using creative processes. Our approach is one of learning and working together with people to develop their skills and creative potential.

#### **Job Context**

Co-Workers are based in one work group. They support on a one-to-one basis and in small, shared groups. It is important staff are capable of providing both types of support. **We are recruiting one temporary 12 month maternity cover post in our Pentland group which focuses on woodwork and green woodwork.**

#### **Purpose of the Job**

Provide support and care to adults with learning disabilities and autism to participate in meaningful work, and develop skills within a group/workshop setting.

#### **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, and one-to-one support using a range of approaches that enable participation
- To work positively with any behaviours of concern that may challenge.

- Administer medication if required including emergency epilepsy medication subject to receiving the necessary training.
- To provide intimate personal care including assisting a person's mobility safely including using equipment, supporting meals, social activities, outings.
- 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 keywork 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 professional
- To plan, organise and lead on some group and individual activities
- Support members to work towards the aims of the workshop or group and be involved in the planning and production of quality goods and services
- Contribute to the development of the workshop through team discussions
- Assist in the setting up and maintenance of equipment and tools
- To work as a positive and constructive member of a team 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 support and participate in the cultural group and a taskforce meeting
- To work safely and professionally according to organisational policies and procedures including Health and Safety
- Liase with families, carers and other professionals as required.
- To take personal responsibility for professional development in line with SSSC requirements when required (expected in 2020) including; registering with the SSSC; achieving a minimum of SVQ2 in Health and Social Care; and doing post registration training and learning

#### **Line Management**

Co-Workers are responsible to the workshop Team Leader and through them to the Day Service Manager who is Registered Manager for the service.

#### **Training**

The postholder will be required to undertake any training considered necessary for the work with members or within the workshop.

#### **Social Therapy / Social Pedagogy**

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

#### **Festivals and cultural life**

Tiphereth celebrates the main Camphill festivals and this rich, shared cultural life is an important aspect of our identity, as well as providing a rhythm to the year. Each staff member is invited to contribute to this aspect of our community life.

#### **Protecting Vulnerable Groups (PVG) scheme.**

Before confirmation of an offer can be made, the successful candidate will be required to be a member of the Protecting Vulnerable Groups (PVG) scheme.

## **Person specification - Co-Worker – Garden group**

Specific qualities required for this role in red

### **ESSENTIAL**

#### Values

- An openness to using the principles of social therapy and social pedagogy
- An understanding of what a person-centred approach in care practice means
- An understanding of people with learning disabilities and autism as being people who have potential as creative craftspeople, artists and workers in their own right

#### Experience

- Experience, paid or unpaid, of supporting someone with a learning disability or autism

#### Qualifications

- When required (2020 at earliest) register with the Scottish Social Services Council (SSSC) and achieve the registration requirement – SVQ2 in Health and Social Care as a minimum, ideally SVQ3, and maintain SSSC registration and Continuous Professional Development requirements **not required for 12 month post**

#### Knowledge

- An understanding of the needs facing people with learning disabilities and autism
- Appreciation of ideas underpinning community

#### Skills

- Ability to help others develop their practical skills in 1-1 and small group settings.
- Able to motivate others through example and through own enthusiasm.
- Able to form good working relationships with members which are friendly, respectful and also challenging.
- Able to work on own initiative.
- Able to cooperate closely with colleagues, to work as part of a team, and work within agreed protocols.
- Able to be flexible and willing to participate in a range of activities
- Good communication skills
- Able to support people positively with any behaviours that may be challenging
- Ability to organize and lead a small group work project
- Ability to update care documents and prepare reports using IT
- Ability to work in partnership with parents and external stakeholders

#### Attributes

- Empathy and compassionate approach
- Patience
- Willingness and capacity to work indoors and outdoors
- **Willingness to learn about woodwork and green woodwork**
- A reasonable level of physical fitness.

### **DESIREABLE**

#### Experience

- **An interest in green woodwork such as willow weaving and basketry**

#### Qualifications

- A qualification in the care sector such as SVQ2 in Health and Social Care

**SHORTLISTING WILL BE ON THE BASIS OF THE PERSON SPECIFICATION. PLEASE ENSURE YOU REFER TO THE ASPECTS LISTED ABOVE AS FULLY AS POSSIBLE WHEN COMPLETING YOUR APPLICATION FOR THE POST**

**TIPHERETH EDINBURGH**  
**TERMS AND CONDITIONS**  
**Day Service Co-Worker**

**Salary:**

£17,574 (Salary subject to uplift from 01.04.19 in line with Scottish Living Wage) full-time, pro-rata for part-time. The salary is pegged to the Scottish Living Wage and there are increments every 2 years over a 6 year period.

**Hours:**

Full - time post - 37.5 full-time. Monday and Thursday 0855 – 1700; Tuesday, Wednesday, Friday 0855 – 1600

All staff are required to work 4 hours at the annual summer fair on the 3<sup>rd</sup> Saturday in June. This is calculated as 5 minutes of the weekly contracted hours, cumulated over the year.

**Holidays:**

Full-time post - 36 days paid holiday per annum inclusive of statutory and public holidays. 31 days are fixed in line with the day service holidays. 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 and all day service staff are required to take their holidays at the same time.

Every two years the holiday allowance increases by 1 day to a maximum of 40 days full-time. The leave year is 1st April to 31st March.

**Sick Pay:**

2 weeks full pay and 2 weeks half pay in the first 2 years of employment rising to 4 weeks full and 4 weeks half after 2 years.

**Pension:**

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.

**Probation:**

All new staff are required to serve a probationary period of 12 months during which their performance will be reviewed.

**Notice:**

4 weeks