



May Group Co-Worker Part-Time temporary for 6 months in the first instance

Job Description and Person Specification

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 at www.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 150 people.

Our Mission

We are Tiphereth Camphill, a vocational community that values each person equally.

We aspire to live a life full of meaning, work associatively and grow together based on a rich cultural and spiritual foundation.

We strengthen and nurture our common purpose and individual potential through authentic relationships and shared life experiences.

Ethos of the Organisation

As a Camphill Community, Tiphereth offers adults with learning disabilities and with 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.

We also use Social Pedagogy, a relationship based approach which focuses on wellbeing, learning and growth which is underpinned by the idea that each person has inherent potential and capacities and can make a meaningful contribution to their wider community if we find ways of including them.

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.

Job Purpose

The May group is the hub for general arts and crafts activities. Together with our members with learning disabilities we aim to teach specific craft skills and produce unique items for our annual fairs and for our community.

Our work mainly focuses on weaving, felting and papercraft. We value and often focus on crafts around seasonal changes and preparation for specific festivals.

Our work is based on doing and learning together. We don't expect new staff to arrive with excellent crafts skills, but we do expect willingness to learn and develop specific skills to be able to effectively support our main craft projects.

We work with a variety of people with different abilities, most people needing high level of support. Most co-workers are assigned to support one person each day, while still being part of and interacting with the group as a whole.

A small sub-group is responsible working in our kitchen, preparing teabreak and lunch for the group. Co-workers occasionally might be asked to assist work in the kitchen.

We expect our staff members to have a good knowledge and understanding of working with people with learning disabilities and autism. Previous experience within the disability field is essential.

Key Tasks

- To uphold Tiphereth's mission 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 key-work 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
- To share in daily cleaning tasks and maintain safe and aesthetically pleasing working/living environments
- To support and participate in monthly Camphill cultural and taskforce meetings
- 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

Training and Supervision

There is an initial period of induction for the new Co-Worker and the post is subject to a probationary year. Support and appropriate further training or refresher courses and professional development will be agreed with the Day Service Manager.

The Co-Worker will be provided with support and supervision sessions with the Team Leader, where feedback is gained, personal development is discussed, 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.

This is a part-time post of 22 hours and 20 minutes hours per week and the hours of work are Monday 08.55-17.00 and Tues/Fri 08.55-16.00. There is time within these hours allocated for all employees to support the annual Tiphereth Summer Fair on the third Saturday in June which requires working 4 hours.

The annual salary is £18,076.50. The starting salary is pegged to the Scottish Living Wage and is reviewed annually in April.

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. 31 days of this holiday is fixed when the Day Service is closed and includes Christmas, New Year and Easter; 5 days are flexible. 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.

The probationary period is 6 months that may be extended by a further 3 months. This post has a notice period of 4 weeks.

Application Process

Applications should be made on the application form available from the Tiphereth office or website www.tiphereth.org.uk . CV's will not be accepted. Closing date for applications to be received no later than: **9am, Monday October 21st 2019.** Shortlisting will be on the basis of how well candidates match the person specification, so please ensure you refer to the person specification as fully as possible. Incomplete applications will not be considered.

Interviews will be held on **the week beginning 28th October**

Person Specification – the following are all essential

Values

- Openness to working with and using Social Pedagogy and Social Therapy.
- A commitment to and understanding of person-centred care practice.
- A respect for the creative potential of people with learning disabilities and autism.

Skills and Knowledge

- Ability to build good working relationships with adults with learning disabilities and autism based on respect and listening
- Ability to support someone 1-1 including managing any behaviour that challenges
- Ability to support a small group of people and take initiative of work projects
- Ability to work as a member of a team
- Ability to support a person with epilepsy after appropriate training
- Ability to support a person to participate in the activities and learn new skills
- Ability to work in partnership with families and carers
- Knowledge of autism and non-verbal communication
- Proficient IT skills in order to produce minutes, update support plans and risk assessments
- Ability to work on own initiative with a degree of autonomy, taking responsibility for a work group

Attributes and Personal Qualities

- Enthusiastic and positive attitude
- Empathy
- Good communication skills
- Self-reflection
- Willingness and capacity to work indoors and outdoors
- Willingness to learn and continuously develop
- Understanding of your own professional role and boundaries.

Experience

- Experience of supporting someone with a disability or autism
- Demonstrable experience and interest in arts and crafts and creative processes

Qualifications Achieved or willing to work towards suitable qualification to comply with SSSC registration requirement – SVQ2 in Health and Social Care as a minimum, ideally SVQ3. This does not apply to day service Co-Workers until 2020 at the earliest. Maintain SSSC registration and Continuous Professional Development requirements.

Additional Information on how we work in the day service at Tiphereth

We believe meaningful work will help everyone grow and develop holistically together. The work we do should have a clear purpose and fulfil a socially valued need or service to others.

We believe work can give purpose in a person's life and enhance wellbeing through experiencing the value that others see in it. The work also gives the group and community clear identity and common purpose that creates a sense of belonging and grows authentic personal relationships. Learning and mastering skills and using creative abilities builds confidence and helps a person feel in control and empowered. A person can also develop spiritually from the therapeutic value of working with natural materials in a natural environment. Through the work personal and service outcomes can be achieved.

Tiphereth is a Camphill community founded on the principles of Social Therapy, a practical application of Rudolf Steiner's anthroposophy to adults with learning disabilities; and Social Pedagogy, a European tradition of social education.

Key principles from these approaches that we work with include:

- Holding a positive regard for the uniqueness at the heart of each person regardless of whatever disability, difficulties or health issue they may have;
- Relationship-centred approach to care based on empathy, encounter, respect and attentiveness;
- Recognition of the spiritual dimension of the human being;
- Holistic approach that pays attention to head, hands and heart – thinking, feeling and willing.
- Commitment to reflective practice and personal self-development
- Growth and development through practical, hands on, creative, therapeutic activities and working and learning alongside and together;
- Valuing shared life spaces and group activities in beautiful and orderly natural and created environments

The structure and routine of the day, week and year is an important element. Structure and routine provide security. Having parts of the day that are predictable and known help people manage time and transitions. We begin and end each day with a gathering of the whole working group, a candle is lit and a song is sung that signifies work is starting or ending. Throughout the year we mark the seasons through celebration of seasonal Christian festivals and other celebrations.

We continuously reflect on and integrate these approaches with our rights- based regulated care standards, person centred practice, positive behaviour support and principles of participation, empowerment and inclusion.