



# DAY SERVICE CO-WORKER JOB DESCRIPTION

## **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](http://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.

## **Ethos of the Organisation**

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

## Job Description

The post holder is to provide care and support to adults with learning disabilities and/or 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 shared and individual settings. Our day service co-workers support our members within work groups to access meaningful and productive work, and to have fun and develop relationships.

## Key Tasks

- To personally uphold Tiphereth’s mission and values 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 follow the mandate, aims and objectives attached to each part of the community.
- To provide both shared support and 1:1 support that supports individual outcomes.
- To work positively with any behaviours of concern using a Positive Behaviour Support approach.
- 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 facilitate breaks and lunchtimes, providing practical, social and emotional support.
- To report concerns to Team Leader in a timely manner including incident reports, accident reports etc.
- To undertake thorough daily cleaning tasks on buildings and equipment according to covid infection control guidelines to maintain safe and aesthetically pleasing working environments
- To support people to participate as fully as possible in work and activities developing skills, upholding work culture and structure, enabling individual’s engagement for 6 hours.
- 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.
- Prepare projects and tasks
- 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 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

## Person Specification

### Essential

#### Experience

- Experience of support work with people with learning disabilities or autism

#### Values

- Openness to the Mission and Values of Tiphereth
- Openness to working from the principles of social therapy and social pedagogy
- Person-centred practitioner
- Commitment to continually be developing and growing professionally and personally

#### Personal Qualities

- Positive attitude towards and understanding of behaviours that challenges
- Enthusiasm and motivation for creative processes and the value of meaningful work

#### Skills

- Empathy
- Ability to support and facilitate individuals to take part in work tasks and activities
- A reflective practitioner
- Ability to learn about, be curious, discover more and deepen understanding of individuals
- Ability to work on own initiative taking responsibility for a small work group
- An open and cooperative manner in working as a team member
- Able to communicate in a professional and objective manner verbally and in writing
- IT skills: ability to create and update Word documents and use Microsoft Teams.
- Practical and creative skills relevant to the group (**IMPORTANT** – describe on your application supporting statement which of the following areas of skills and experience you have to bring to the role. )
  - Peregrine Group
    - Experience and interest in gardening, land work, practical outdoor skills
    - Full driving licence with ability to drive 9 seat mini bus
    - Capacity to work outdoors
  - Pentland Group
    - Experience and interest in woodwork
    - Practical and creative skills
    - Capacity to work outdoors
  - May Group
    - Experience and interest in arts and crafts
    - Capacity to support individuals with complex needs such as autism or physical care needs

#### Desireable

#### Experience

- Experience of supporting people in groups in a work, day service or educational setting

#### Qualifications / Training

- SVQ 2 or 3 in Health and Social Care
- Training in social therapy or social pedagogy, and/or in one of the work areas.

## Summary of Terms and Conditions

- **Accountability:** Line managed by a group Team Leader.
- **Salary:** £18,076 rising to £19,656 over 6 years (subject to pay review).
- **Hours:** 37.5 per week as follows:

Monday	08.55 – 5.00pm
Tuesday	08.55 – 4.00pm
Wednesday	08.55- 4.00pm
Thursday	08.55 - 5.00pm
Friday	08.55 – 4.00pm

The working hours account for 37 hours and 25 minutes. The additional 5 minutes is accumulated over the year and all day service staff work 4 hours at the Tiphereth Summer fair which is on the 3<sup>rd</sup> Saturday every June.

- **Pension:** 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.
- **Holidays:** 36 days paid holiday per annum inclusive of statutory and public holidays increasing every two years by 1 day to a maximum of 40 days annual leave. The day service is closed for 31 days in the year and day service co-workers are required to take their annual leave during these breaks. The dates vary according to year but follow the Edinburgh school holiday closures and follow the pattern of:
  - 2 weeks over Christmas and New Year
  - 1 week over Easter
  - 2 weeks in July
  - 1 week in October

The remaining 5 days annual leave will be requested through a Team Leader.

- **Probationary Review:** There is a probationary period of 6 months\*.

**Closing date for applications:** 9am Friday 16<sup>th</sup> October 2020. Interviews will be held on Tuesday 27<sup>th</sup> and Wednesday 28<sup>th</sup> October in person and it is essential anyone applying is available to attend on either date, adhering to safe procedures regarding social distance and hygiene. Further details will be provided if invited to interview.

\*Tiphereth are operating a reduced capacity day service as we re-open after lockdown. We are supporting individuals in co-horted teams adhering to all Scottish Government and Health Protection Scotland guidance. We are adapting to the new reality and cannot be certain of what the future will bring. Whilst we know there is a need, we may also have to adjust our model as we go forward, for example if there were a further lockdown or restrictions. As well as a review of individual performance in the role we would use the 6 month review to take stock of this and assess our needs as a service going forward.