



Day Service Co-Worker – Arts and Crafts

POST	Co-Worker
LINE MANAGER	Team Leader and through them to Day Service Manager (Registered Manager)
SALARY	£18,669 (£9.57 per hour) with an annual increment over six years.
HOURS	37.5 hours per week, Monday to Friday. 0855 – 1600 on 3 days and 0855 – 1700 on 2 days.
ANNUAL LEAVE	36 days per year. 31 days are fixed according to day service holidays and staff must take their leave at the same time. The other 5 days are flexible. The leave years is 1 April to 31 March.
PENSION	Tiphereth makes a 5% employers contribution
PROBATION	6 month probationary period
NOTICE	4 weeks

Purpose of the post

The post holder is to provide care and support to adults with learning disabilities and autism to work and participate in meaningful activities 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 supports meaningful work and the structure of the day promotes a positive work ethic.

Mission statement

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.

Day Service CO-WORKER JOB DESCRIPTION

The **key tasks** of the day service co-worker are

- To uphold Tiphereth's values, aims and objectives
- To provide the highest standards of person-centred care and support
- To be aware of individual's emotional needs and be able to respond appropriately to any behaviours of concern.
- To take guidance from the Team Leader on work practice and tasks
- To initiate and plan appropriate creative work projects in consultation with the Team Leader.
- To be responsible for the smooth running of existing work projects and other activities as required with members
- To be responsible for the proper use and setting up of all tools, equipment and materials used
- To take responsibility for the health, safety and well-being of members
- To administer medication safely including emergency epilepsy medication
- To take keyworking responsibilities for members
- To call and chair annual reviews
- To write and regularly update Personal Plans and risk assessments
- To keep Team Leaders and other co-workers informed regarding any issues in the routine or care for members as they arise
- To be responsible for the cleanliness of workshops and areas used by members and to share in all cleaning tasks
- To liaise with parents, carers, escorts, social workers, other health care professionals and therapists as required
- To provide with dignity and respect, all aspects of personal care to meet the needs of individuals using the service
- To facilitate and participate socially at meal times and break times in ensuring that all members needs are met and supported
- To accompany day attendees outside of the community for walks, and any work related activities and to ensure they have appropriate clothing, equipment and medication they may need
- Adhere to the SSSC Codes of Practice
- Contribute positively to team meetings and communicate clearly and professionally
- Use supervision to reflect on practice, be accountable for the quality of work, and develop professional knowledge and skills
- Undertake relevant learning and training to maintain and improve knowledge and skills and contribute to the learning and development of others.
- Follow organisational policies and procedures

Cultural/community tasks

- To actively assist in maintaining and developing the cultural life and celebration of festivals with the community.
- To support members to actively participate in the cultural life of the community
- To create a harmonious working environment and maintain a safe and aesthetically pleasing space in which to work

Day Service CO-WORKER PERSON SPECIFICATION

The expected profile for this role is:

Experience

Experience of supporting adults with learning disabilities and autism

Values

- An openness to working with and learning about 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
- Interest in the skills required for the group – arts and crafts and creative therapeutic activities
- 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, risk assessments

Attributes and Personal Qualities

- Empathy
- Good communication skills
- Ability to self-reflect
- Willingness and capacity to work indoors and outdoors
- Willingness to learn and continuously develop
- Understanding of your own professional role and boundaries.
- Good timekeeping and attendance

Qualifications

When required a willingness to work towards a qualification to comply with SSSC registration – SVQ2 in Health and Social Care as a minimum, ideally SVQ3. Someone who has professional training in social pedagogy or has worked / trained in anthroposophical social therapy would be particularly welcome to apply.

About Tiphereth

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.

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.

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