**L’Arche Edinburgh Support Services**

**JOB DESCRIPTION**

**Job Title:** **Live Out Assistant (Support Worker)**

**Reporting to:** Support and Care Leader

**Hours:**  Full-time hours are 40 hours per week, including

 evenings and weekends

**Sleepovers:** Sleepovers may occasionally be required and are paid at £81 per night

**Salary:** £19,822 - £20,404 (pro rata for part-time)

[£9.53-£9.81 per hour]

**Annual Leave:** 30 days inclusive of public holidays (rising to 35 in second year)

**Probationary Period:** 3 months

**Sickness:** 20 working days paid in any 12 month period (post probation)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of the role:**

In a shared living environment, to provide high quality person-centred care and support to people with learning disabilities, enabling them to lead the lifestyle of their choice.

To build respectful relationships with core members (the people with learning disabilities that we support).

To work as part of a team to fulfil the requirements to meet service provision standards whilst upholding L’Arche values and the ethos of community living

**Key Duties** **of the role**

To support core members:

* By implementing each person’s Support Plan, and involving them in planning and reviewing how their support is helping them achieve the outcomes they want in life
* With their shopping, and to prepare meals
* With all aspects of their health and wellbeing, including attending medical appointments and administering medication safely according to procedures
* With their personal and intimate care as required. This includes support to use the toilet, showering, dressing and assistance with eating and drinking
* With their housework, including cleaning and laundry
* To find opportunities in leisure, employment or social activities, and enable them to take part in these opportunities and be included in the local community
* To support core members to manage their own money
* To travel to day-to-day activities, and to take part in short breaks and holidays
* To take part in church or other spiritual activities, according to their own faith or beliefs

Responsibilities as a team member:

* To work in a constructive and supportive manner with colleagues, family members and external professionals, building trust by being open and honest
* To keep written records according to professional standards including daily logs, incident and accident reports, financial, medical, and health and safety records
* To deal with general telephone enquiries, record messages and contribute to effective communication within the team

You are also expected to:

* Be prepared to work flexibly. This includes working weekends, evenings, early wake ups, public holidays, Christmas or New Year and to do occasional sleepovers when required
* Be supportive of the values and ethos of L’Arche including taking part in house celebrations and Community Gatherings
* Work according to L’Arche policies and procedures, Health & Social Care Standards, and SSSC Codes of Practice
* Keep information about the people we support, colleagues and the organisation confidential
* Carry out delegated responsibilities for tasks such as fire safety, Health and Safety, petty cash, maintenance, medication audit
* Monitor all communal areas of the building and report defects and repairs or health and safety concerns to your line manager
* Develop professionally as a worker. This means you are expected to get involved and contribute in team meetings, participate in regular supervision with your line manager, and participate in training and professional development courses. You are expected to show initiative and leadership in day to day work which may include lone working, work towards qualifications relevant to your work, and to be open and willing to learn new things and new ways of working and develop a reflective approach to practice
* Undertake any other duties deemed commensurate with the post
* Be flexible and work in any part of the L’Arche service in Edinburgh

**Person Specification: Skills, Experience and Knowledge**

**Essential**

* Openness to L’Arche values and the model of supported community living
* Excellent communication skills
* Excellent listening skills
* Excellent inter personal skills
* An approachable and friendly manner
* Ability to work as a team member
* Ability to use safe moving and handling techniques to support core members, including those who use wheelchairs and hoists
* Ability to take in information and act upon it appropriately
* Ability to work on one’s own and deal with unplanned event
* Ability to prioritise and organise
* Ability to meet registration requirements for social care workers with SSSC, including achieving SVQ2 in Health and Social Care within the required timeframe

**Desirable**

* Experience of lone working and supported living
* Understanding of person-centred approaches in social care
* Cooking/housekeeping skills