



| Job Description | | | |
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| Job Title | Support Worker | | |
| Based at | Columcille Centre, 2 Newbattle Terrace, Edinburgh. | | |
| Hours | 15 hours per week, Monday and Thursday 08.30 – 4.00pm | | |
| Salary | £20,818 rising to £24,116 FTE over 6 years (pro-rata £8,217.63) | | |
| Holidays | 35 days per annum. This includes ten public holidays. The holiday year runs between January and December. The Centre is closed for 2 weeks in summer and 2 weeks at Christmas/New Year. | | |
| Job Purpose | To help service users gain work and living skills, develop emotionally and socially and gain self-confidence and independence. | | |
| Supervision | Provided by the Columcille Manager every 3 months minimum. | | |
| Closing date | 9.00am 7 th March 2022. | Interviews | 15 th March |

Introduction

Columcille is a nurturing and creative day support environment which offers a wide range of activities for adults with learning disabilities, autism and mental health needs. Activities include gardening, cooking, crafts, drama, music, dancing, and joinery. Our guiding philosophy, which is to address the needs of the whole person by providing opportunities for creativity and active participation, is based on Social Therapy principles as developed by Rudolf Steiner.

This post is based in our café and the post holder will be supporting the running of the café on 2 days, taking over from a staff member who has ran the café full-time for 25 years and is reducing her work days. The postholder will start work in the café

immediately on a Monday only and they will work elsewhere in the centre on a Thursday to enable their integration into the service, then taking over the Thursday in the café at a date to be agreed in 2022.

This is an exciting and challenging opportunity for someone who enjoys working with people to facilitate them to do as much as possible for themselves. The primary focus of the role is on supporting and enabling others, whilst ensuring a healthy lunch is cooked for around 25 people. As a community working with social therapy an important part of the work of the Centre will be sharing in cultural events and the celebration of festivals.

Main Tasks and Responsibilities

- The post holder is responsible for service users – normally 4 or 5 - working in the cafe workshop and for any group or individual they accompany out-with the Centre.
- With the assistance of their group, to prepare lunch for the building each day
- To support service users in all aspects of the preparation and cooking of food using a range of approaches to teach and develop skills and achieve personal outcomes.

The skills taught include:

- Following recipes and thinking out one's own ideas
- Weighing and measuring ingredients
- Preparation and cooking of food
- Presentation and serving
- Writing up menu boards
- Clearing up
- The safe use of utensils and equipment
- Maintaining adequate standards of hygiene
- The safe use of cleaning materials
- Ensure that safe working practices and food hygiene standards are maintained
- To clean the kitchen in the afternoon.
- Be aware of service user's emotional needs and respond to these as appropriate
- Maintain a positive and harmonious group dynamic
- Motivate attenders to develop practical and other skills
- Keep regular attendance and progress records.
- Keep cafe area clean and tidy and also contribute to daily upkeep of the building.
- Contribute to catering for meetings, seminars, plays and other events

- Attend attenders' annual reviews and other relevant meetings and write reports prior to these.
- To contribute ideas to the menu planning and development of the café in partnership with the Café Workshop Leader.
- Provide personal care prompts and where appropriate support to enable service users to manage their personal care and hygiene.

Person Specification

| Experience | Essential | Desireable |
|-----------------------|--|---|
| Experience | <ul style="list-style-type: none"> • Experience of supporting adults with learning disabilities, autism • Experience of cooking and food preparation | <ul style="list-style-type: none"> • Experience of using 'Cook Safe' national food standards • Experience of working in another café or food preparation service • Experience of preparing food for large groups |
| Skills | <ul style="list-style-type: none"> • Ability to work on own initiative planning towards lunch time deadline • Ability to be flexible and responsive to meeting service user's emotional and individual needs whilst keeping the cafe workshop going. • Ability to teach skills to others • Ability to work with a person-centred approach with service users. • Ability to communicate effectively with respect to a wide range of staff, professionals, families | <ul style="list-style-type: none"> • Driving licence is useful |
| Qualifications | | <ul style="list-style-type: none"> • Certificate in food hygiene REHIS Level 2 • Care qualification eg SVQ • Social Therapy training |
| Values and attributes | <ul style="list-style-type: none"> • Interest in applying the principles of Anthroposophical Social Therapy in the work setting • A reasonable level of physical fitness to be able to stand for long hours, and lift items | |