



Job Title	Joinery Workshop Leader / One-to-One Support Worker		
Based at	Columcille Centre, 2 Newbattle Terrace, Edinburgh.		
Hours	Minimum 3 days Monday to Wednesday (21.5 hours) working in the joinery. Applications are encouraged from people also interested in a full-time post, 5 days Monday to Friday (35.5 hours) who would do one-to-one support work on the Thursday and Friday. Hours: Monday, Tuesday, Thursday, Friday, 0900 – 1600. Wednesday 0900 - 1630		
Salary	Salary is £19,448, for 35.5 hours (£10.53 per hour) rising annually to £22,530 FTE over 6 years. Pro-rata for part-time.		
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 support service users to develop their full potential and achieve personal outcomes through participation in creative activities in a supportive and purposeful social environment.		
Supervision	Provided by the Columcille Manager every 3 months minimum.		
Closing date	9.00am 20 th Sept 2022	Interviews	In the week beginning 26 th Sept.

Introduction

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

Purpose of the job

The purpose of the role of joinery workshop leader is to run a small joinery workshop three days per week that supports service users gain practical and social skills and achieve positive outcomes.

The social environment of the workshop is an important element that attracts service users. The joinery workshop leader is responsible for the service users in their group, which ranges in numbers and needs and which can be up to 8 in a session.

There are no staff supervision responsibilities with this post. In addition, there is the option for the post to include 1-1 support work on two days, making this up to a 5 day post. This would involve supporting individuals 1-1 within the centre and in the community.

Main Tasks

Supporting people and leading a workshop

- To work with a person-centred approach upholding the dignity of service users.
- To teach a range of woodwork and associated skills including safe use of hand tools, planning, and designing individual work projects, and teaching awareness of health and safety and care of the workshop.
- Motivate individuals to develop their skills, confidence, and independence
- Find imaginative ways of teaching to enable some users to learn basic skills and to find different methods of achieving practical tasks for those with physical difficulties.
- Facilitate individuals to relate socially with others in the group, and in the community
- Be aware of individual's emotional needs and respond to these as appropriate.
- Support individuals out with the centre to access community facilities.
- Respond to any behaviours that present challenges using a person-centred approach.
- To facilitate a harmonious and enjoyable social environment, attentive to group dynamics
- Maintain a balance between the different needs of individuals and the group as a whole.
- Administer and record routine medication and emergency medication for epilepsy if required, after full training.

Organisation and Teamwork

- Ensure the workshop is kept clean and tidy, putting all tools away each day.
- Organise the space and ensure the maintenance of materials, tools and equipment.
- Liaise with workshop leaders and other staff members on matters concerning service users, as well as on shared projects and supporting those groups with collaborations. This space is now shared with a small pottery project, so working in close partnership with the staff member leading this is important.
- Participate in the weekly team meeting.
- To take on the role of key worker for several individuals, and in this capacity attend annual reviews and other relevant meetings and write reports prior to these.
- Liaise with carers, families or other professionals in relation to individual service users.
- As a community working with social therapy, an important part of the work at the Centre will be sharing in cultural events and the celebration of festivals.
- When necessary, help service users with personal care.
- Plan and produce products for Columcille's autumn fair.
- Keep regular records of users' attendance and progress.

Learning and Professional Development

- Attend induction and training opportunities available and applicable to the role, including SVQ training when required for day services.
- Work in accordance with National Care Standards and SSSC Codes of Practice and Columcille's policies and procedures.
- Maintain professional confidentiality and boundaries
- Demonstrate personal responsibility for own development and learning
- Use supervision and appraisal with line manager positively for reflection and professional development

Disclosure Checks:

Before commencing employment, all staff members at Columcille Centre are required, under legislation, to be a member of the Protecting Vulnerable Groups Scheme. This requires them to undergo an Enhanced Disclosure Check. This will reveal any previous convictions or even criminal activity that did not proceed fully to court.

PERSON SPECIFICATION

JOINERY WORKSHOP LEADER

Essential

Experience

- Experience of working with woodwork
- Experience of supporting people with learning disabilities and / or mental health needs

Values and Attributes

- An interest in working with the principles of Rudolf Steiner.
- Person-centred approach and value base
- Willingness to receive feedback and reflect on own practice working relationships.
- Patience and empathy

Skills and Knowledge

- Knowledge and understanding of the needs of people who have learning disabilities, physical disabilities, emotional or mental health problems, or a combination of these.
- Understanding of support work, both in group settings and one-to-one
- Knowledge of woodwork skills and tools.
- Ability to use and teach use of hand tools.
- Awareness of health and safety procedures.
- Ability to form working relationships, which are friendly and professional
- Person-centred understanding of behaviours that challenge
- Ability to work on own and use initiative and make necessary decisions.
- Ability to coordinate a group, both practically and with attention to mood and dynamics
- Ability to communicate effectively with carers, families, professionals.
- Willingness to provide personal care to users when necessary.
- Ability to write reports or willingness to learn.

Education/Vocational Qualifications Required

The role is primarily a support worker role. A qualification in care is advantageous as would one in woodwork but there is no requirement of a minimum qualification. The post holder will be required to undertake necessary vocational training when the Scottish Social Services Council (SSSC) decides what qualifications will be required for day service workers.

Life and work experience not directly related to the above may also be relevant since this can help bring insight and objectivity.

Desirable

- Qualification in care and support work
- Qualification in woodwork
- Knowledge of current learning disability issues in the social care sector
- Experience of working with the ethos and principles of Rudolf Steiner.
- Current valid driving licence