

# Job Description and Person Specification

## Bank Support Worker



**Delrow Community**  
**Hilfield Lane, Aldenham**  
**Watford, WD25 8DJ**

**Job title:** Support Worker

**Location:** Delrow Community, Hilfield Lane, Aldenham, Watford, WD25 8DJ

**Purpose:** To provide autonomous assistance to the people we support to fulfil their potential for independence, choice, inclusion, and control.

**Salary:** £24,472 (NB: This is on a four-week payment cycle meaning you get paid 13 times per year at £12.55 per hour).

**Hours:** Full & Part Time positions available. Monday to Sunday. (Some shift rotation)

## ***Do you want the autonomy and freedom to enhance the lives of the people we support?***

We have an opening for you to join us as a Support Worker within the Care and Support Team; if the following appeals, we'd love to hear from you.

- You crave the autonomy and freedom to provide true person-centred support: the people we support all have differing needs and wants; you are instrumental in making it happen!
- You want to become a real part of someone's life and be able to support them in all their activities.
- You have a passion for helping others live a fulfilling and interesting life.
- You like being involved in the activities of people you support: many of the people we support have interests such as swimming, crafts, socialising



## **Who are we looking for?**

- You will have a desire to support people achieve a life full of opportunities. Experience is not needed but an understanding of the importance of supporting someone to have autonomy in their life is.
- You'll have a supportive and encouraging natural approach: our tenants live in their own homes or shared houses and will need support and guidance to maintain their home, use laundry equipment, cook, plan shopping and will need help looking after their finances.
- You'll have a good general education, good numeracy and literacy skills: it's not essential for you to have any qualifications as we will support you in gaining these.
- You'll be responsible for ensuring that care and support is of a high standard, focused on person centred outcomes and delivered within budget
- You'll ensure that all needs assessments, support plans and risk assessments are kept up to date. There will also be direct engagement and liaison with social workers, family members and key workers as required
- Someone who is also keen to help arrange local and community based events with the people we support. You'll have a creative spirit and be keen to get involved or help create events e.g. coffee mornings, film clubs .....



## What are the main responsibilities of this role?

1. Working under the direction of the Team Leader, you will plan and provide support and care to foster the wellbeing and development of the people we support in accordance with their person-centred support and care plan, recording and reviewing progress as directed so that the people we support can fulfil their potential for independence, choice, inclusion and control, supporting them to:
  - Encourage the people we support to maintain a clean, tidy, and welcoming living environment.
  - Support to use appropriate laundry equipment so they can be enabled to do their laundry and clothing.
  - Plan, shop and prepare healthy and wholesome meals alongside the people we support considering their health, choices and wishes.
  - Encourage the people we support to be healthy by assisting them to arrange and attend medical appointments.
  - Enable the people we support to look after their finances by supporting them individually to budget, monitor their finances and access benefits.
  - Support and encourage tenants to maintain an active and supportive social life considering individual choices and wishes.
2. Working under the direction of the Team Leader, provide personal care where required and appropriate as a part of their support and care plan (e.g. bathing, hair washing etc) and where the appropriate registration is in place.
  - Administering and recording of medication, order/check medications.
  - Meal preparation: planning a menu based on their individual preferences and diet choice, making a shopping list, preparing the food, cooking the food, safe handling, and storage of the food.
  - Related paperwork includes support plans, daily updates, person profiles, risk assessments, incident reporting, behaviour reports and notes/updates on health appointments.
3. Working under the direction of the Team Leader, ensure tenants receive their housing related support by enabling tenants to look after their finances. This includes developing appropriate budgeting and financial training including support to access benefits and maintain them and assist them to understand and maintain their tenancy. Assisting tenants to access services from the landlord
4. Work within the community's policies and procedures and code of conduct, actively promoting the equality and diversity and the human rights of tenants to realise independence, choice, inclusion, and control.
5. Undertake training and continuous professional development in accordance with The Care Quality Commission, local authority requirements, the needs of the service and the people we support.
6. Work in close partnership with family members and other professionals involved in the individual's life.
7. Undertake personal development to develop and understanding of our philosophy and values and how these inform and guide practice in the key responsibilities of the role



## Role requirements:

- You will preferably have experience of supporting adults with learning disabilities, autism, and distressed behaviours/emotions. However, this is not essential as training will be given.
- You'll have a general education, good numeracy, and literacy skills to be able to complete official documentation to a professional standard.
- You will have a general knowledge of IT skills.
- Driving License is desirable but not essential.
- Sleep ins are required for this role.

## What do we offer you?

**In addition to a competitive salary, our benefits include:**

- 25 days annual leave statutory bank holidays (pro rata and accrued according to number of shifts worked)
- Once you join us, you'll be eligible to benefit from "Charity Discounts" where you can enjoy reductions from lots of differing retailers and service providers.
- An opportunity to 'cash in' one weeks leave a year.
- Employee assistance scheme that is also available to your immediate family.
- Sick pay entitlement after one month service.
- Pension Scheme: we contribute to a pension scheme along with your personal contributions.
- Death in Service benefits: payments made to your beneficiaries should the unthinkable happen.



**All our employees require a DBS criminal record check. We will do this for you.**

**We reserve the right to close this advert early if we receive a sufficient number of applications.**

## About the charity

Camphill Village Trust is an award-winning national charity supporting adults with learning and other disabilities. We provide housing, care and support, and day opportunities across our nine communities in England. We enable people to lead safe, healthy, happy lives and to be active citizens.

### Our vision

**To see more people with learning and other disabilities lead a life of opportunity**

### Our mission

**To empower the people we support to lead more connected and fulfilled lives and make informed life choices**



## About Delrow



Situated only fifteen miles from the centre of London and just outside Watford, Delrow Community combines both the rural and urban and is home to 50 adults with a range of disabilities.

A fully comprehensive support package includes the choice of activities in our workshops where skills are developed and friendships forged.



Delrow Community is made up of a mixture of house and flats, 9 of which are on the Delrow estate with the other on the surrounding Hilfield Lane. Delrow offers support with accommodation to 50 adults with learning disabilities, as well as offering day placements to local people.

A LIFE OF OPPORTUNITY  
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