



**Creative Support Ltd, Head Office**

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**Relief Support Worker**

**Reference: 82590**

**Wilshaw House, Tameside Day Centre**

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

**Closing Date: 24 June 2025**

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to [recruitment@creativesupport.co.uk](mailto:recruitment@creativesupport.co.uk) or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

**Recruitment Department**

**All candidates are subjected to enhanced DBS checks.**



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## **JOB DESCRIPTION – RELIEF SUPPORT WORKER**

### **Tameside Day Care Centre & Community Outreach Service for Older People with Dementia**

**Hours:** Zero hours, as required

**Responsible to:** Day Centre Manager/Senior Support Worker

#### **The Role:**

To provide individualised person centred support to older people with dementia living in our Dementia Day Care Centre & Community Outreach Service; to enable them to enjoy a fulfilling and valued life, to participate in the community and to develop their abilities as fully as possible.

#### **Main Responsibilities/Duties**

1. To develop and sustain warm and trusting relationships with service users.
2. To promote the self-esteem, happiness and emotional health of service users.
3. To develop warm and trusting relationships with service users and to encourage them to communicate their needs, preferences and concerns. To promote self-esteem and confidence through the use of positive feedback and encouragement.
4. To respect the service user's right to privacy and to ensure that their dignity is maintained at all times.
5. To promote the happiness, welfare and general well being of service users through a warm, sensitive and person centred approach.
6. To offer support and reassurance to service users who may be anxious, distressed or disorientated. To encourage orientation in time and place. To support service users to communicate their needs through verbal and non verbal communication.
7. To support service users in enjoying a good intake of food and refreshments whilst at the Centre and the Community Hub by ensuring that they are relaxed, comfortable and provided with choices which meet their dietary needs and preferences. To support service users to make healthy food choices and to enjoy a varied and nutritional diet, including fruit and vegetables.
8. To support service users to access a wide range of interesting and stimulating activities, both within the centre and the wider community, building on their preferences and interests. To ensure that activities are enjoyable and inclusive, enabling people with a range of needs and abilities to take part.
9. To contribute to the organisation and running of the organisation and facilitation of activity groups for service users, ensuring a wide choice of age, gender and culturally appropriate activities.
10. To provide sensitive and respectful support for service users in respect of their personal care needs (including bathing, using the toilet etc).

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11. To liaise with the families of service users and keep them informed of the progress of service users. To report any concerns from families regarding service users to the senior member of staff on duty.
12. To enable service users to maintain their daily living and social skills for as long as possible through supporting people to use these skills whilst at the Centre and the Community Hub.
13. To support service users in meeting their cultural and spiritual needs and in expressing their personal identity.
14. To promote the health and wellbeing of service users through exercise, relaxation and diet.
15. To monitor the wellbeing and general mental and physical health of service users and to report any concerns regarding the health and welfare of service users to the senior member of staff on duty.
16. To take appropriate action in the event of accidents, incidents and emergencies, ensuring that the senior member of staff is informed promptly.
17. To follow health and safety guidelines carefully and to alert the senior member of staff on duty immediately of any concerns in relation to health and safety issues.
18. To ensure that accurate records are kept in the prescribed format. To document all work undertaken in support of service users, their general progress, any concerns and any communication or liaison with other agencies.
19. To ensure that all financial transactions relating to the project or service users are promptly and accurately recorded within the agreed guidelines.
20. To keep the Centre and the Community Hub in a clean, safe and comfortable condition at all times.
21. To follow the guidance and risk management strategies outlined in the individual's risk management plan. To work in a safe and responsible manner to safeguard vulnerable service users from harm whilst ensuring they are able to make choices, enjoy new experiences and live a full life.

### Other

1. To accept regular support and supervision from your Line Manager.
2. To carry out all work in a manner consistent with the aims of the project and the philosophy and service principles of Creative Support.
3. To comply with Creative Support's Equal Opportunities Policy.
4. To maintain confidentiality at all times, in accordance with the agreed policy.
5. To identify training needs in discussion with your Line Manager and to attend training events and courses as required.

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6. To observe any written policies, procedures and guidelines for good practice
7. All employees should be aware that due to the nature of work Creative Support undertakes there is a requirement to support service users with daily living skills and individual activities which will include moving and handling and may involve supporting people with personal care needs.
8. In accordance with the Health and Social Care Act 2008, to actively participate in the prevention and control of infection within the capacity of the role.
9. To provide respectful personal care in accordance with the needs, wishes and preferred routines outlined in the individual's personal support plans. Some individuals will require support with their physical/mobility disabilities and may require support in wheelchairs, using hoists and other appropriate equipment to meet personal needs.
10. Any other duties required.

**PERSON SPECIFICATION – RELIEF SUPPORT WORKER****Tameside Day Care Centre & Community Outreach Service for Older People with Dementia**

*\*\*Applicants must be at least 21 years old and have held a full, clean driving license for a minimum of 2 years as an essential requirement, in accordance with UK Law, to drive a service user mini bus.\*\**

	<b>QUALITIES REQUIRED</b>	<b>How Assessed</b>	<b>Essential or Desirable?</b>
<b>1</b>	Ability to demonstrate unconditional positive regard and a warm, respectful and person centred approach to people with dementia	Interview	Essential
<b>2</b>	Ability to engage with service users to develop and sustain warm and trusting relationships	Interview	Essential
<b>3</b>	Ability to demonstrate basic insight and understanding into the needs of people with dementia	Interview	Essential
<b>4</b>	Good verbal and non-verbal communication skills with the ability to tailor these to the needs of the preferences of the individuals	Interview	Essential
<b>5</b>	Good written communication skills, sufficient to contribute to a record keeping system	Application & Interview	Essential
<b>5</b>	Ability to work constructively and co-operatively as part of a team and to demonstrate self-motivation and initiative	Interview	Essential
<b>6</b>	Ability to work safely and responsibly without direct supervision in service user's own home	Interview	Essential
<b>7</b>	Ability to enable people to enjoy developmental opportunities without being exposed to unacceptable risks	Interview	Essential
<b>8</b>	Understanding of the person centred aims and principles of Creative Support and ability to put these into practice	Application & Interview	Essential
<b>9</b>	Ability to maintain professional boundaries, to liaise in a professional manner with other agencies and to work in a positive and respectful way with the families and friends of service users	Interview	Essential
<b>10</b>	Ability to demonstrate respect for difference and diversity.	Application & Interview	Essential
<b>11</b>	Ability to provide emotional and practical support with all aspects of everyday lives.	Application & Interview	Essential
<b>12</b>	A non judgmental, accepting approach to working with people who may be challenging and the ability to cope in a mature way with conflict, distress and challenging behaviour	Application & Interview	Essential
<b>13</b>	Ability to work in a calm, patient and tolerant manner at a pace appropriate to the needs of the individual	Interview	Essential
<b>14</b>	Possession of relevant social care qualification (eg NVQ & Health and Social Care Diplomas)	Application	Desirable
<b>15</b>	Experience of providing care or support to people with dementia	Application & Interview	Essential
<b>16</b>	Life experience and confidence in relating to people from a wide variety of backgrounds	Application & Interview	Essential
<b>17</b>	Ability to provide respectful personal care and assistance with mobility needs	Interview	Essential

	<b>QUALITIES REQUIRED</b>	<b>How Assessed</b>	<b>Essential or Desirable?</b>
<b>18</b>	Willingness and ability to work flexibly to meet the needs of the individuals and the service	Interview	Essential
<b>19</b>	Willingness to attend training courses and events	Interview	Essential
<b>20</b>	Ability to support service users with their physical health needs, this may include pushing wheelchairs and using hoists of which a degree of physical fitness will be required	Pre-Emps, Application Forms and Exercise	Essential
<b>21</b>	Willingness to accept feedback and guidance to reflect on practice and to be accountable to service users, colleagues and managers	Interview	Essential
<b>22</b>	To have a clean driving licence and the ability to drive a mini bus. Must be over the age of 21 due to the legal requirements.	Application Form	Essential

## TERMS AND CONDITIONS – RELIEF SUPPORT WORKER



Tameside Day Care Centre & Community Outreach Service for Older People with Dementia

<b>Salary:</b>	<b>£12.60 per hour plus rolled up holiday pay</b>
<b>Please Note:</b> <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month.</i>	

### Hours of Work:

As required.

### Holidays:

You will receive paid holiday hours in respect of holidays which have been accrued. Payments will be calculated as an average, using hours worked over the preceding 12 week period up to a maximum of 180 hours (24 days) per holiday year. Holiday pay is not automatically given and these must be requested.

### Care Certificate and Level 2/3 Health & Social Care Diploma:

All employees will be required to undertake and complete the Care Certificate. Following the successful completion of the probationary period staff are automatically enrolled onto Level 3 Health and Social Care Diploma. If you hold NVQ/Diploma 2/3 Health and social care or equivalent you will of course not need to do the award again, but we may support you to undertake qualifications.

### Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

### Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

### Sickness Policy:

You will not be entitled to company sick pay.

### Sona App:

It is mandatory for all bank staff to sign up for the Sona app which is used to advertise available shifts.

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