

**Creative Support Ltd, Head Office**

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Support Worker

South Tyneside

Reference: 82927

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: 8 September 2025

Once you have submitted your application form allow *7 working days* after the closing date for a response. Please return the application form by email to 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

Please note that all employees are required to complete an enhanced DBS check.

INVESTORS IN PEOPLE®
We invest in people Gold



Stonewall DIVERSITY CHAMPION



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JOB DESCRIPTION – SUPPORT WORKER

South Tyneside

Hours: **Full time and part time hours.** Hours to be worked flexibly on a rota which may include evenings, nights, weekends and bank holidays according to the needs of the service.

Responsible to: Project Manager

The Service:

- The scheme consists of 7 upstairs flats that will provide supported living for people with a learning disability. The scheme is set within grounds of an extra care unit that is separate to our supported flats.
- All our services are individualised, person centred and deliver valued outcomes for people, as we passionately believe that the people we support have the right to lives that are meaningful that also enables them to reach their full potential as individuals. Support will be provided 24/7 so shift work and sleep –ins will be involved on a rotational basis.

The Role:

- You will assist senior staff in the planning and delivery of the service.
- You will provide person-centred support to people who require some support in order to live as independently as possible and to live a fulfilling life.
- You will work with service users in a recovery-focused way in line with their support plans and risk management plans.
- You will support and supervise staff and deploy staff resources effectively to meet the needs of the service.

Care and Support:

- 1.1** Develop and sustain warm and trusting relationships with service users.
- 1.2** Promote self-esteem, happiness and emotional health of service users.
- 1.3** Respect the person's right to privacy and ensure that their dignity is maintained at all times.
- 1.4** Encourage and support service users in expressing needs, views and concerns. Enable service users to make choices and decisions and to participate to the fullest in planning and decision-making processes.
- 1.5** Respect and promote the rights and entitlements of people with mental health needs, and enable them to participate to the fullest in their communities.
- 1.6** Be responsive to the needs of service users in line with Person Centred Plans and respond flexibly to changing needs.
- 1.7** Work in a recovery-focused way with service users with mental health needs in line with their Support Plan, Risk Management Plan, and Wellness Recovery Action Plan.
- 1.8** Enable service users to gain independence, confidence and competence in following areas:
 - Social skills/relationships
 - Personal care and hygiene

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- Daily living skills
- Using community resources and facilities
- Social, leisure and work activities
- Self-organisation and coping abilities
- Personal safety

You will achieve this through practical assistance, support, teaching, advice, role modelling, encouragement and positive feedback.

- 1.9** Support people who express their frustrations and needs through behaviour that can challenge services by using appropriate strategies and interventions specified by Positive Behaviour Support Plan.
- 1.10** Ensure that service users receive advice, care and regular health checks to ensure their physical and mental wellbeing. Promote nutrition, relaxation, exercise and healthy lifestyles in accordance with Health Action Plans and any health management guidelines.
- 1.11** Support service users in developing a socially valued lifestyle, including culturally and age appropriate experiences, building on strengths, interests and aspirations of service users. Enable people to access social, leisure, work and educational opportunities.
- 1.12** Administer prescribed medication in accordance with the Medication Policy and Procedures.
- 1.13** Observe and monitor service users' emotional and physical wellbeing and inform staff and involved professionals of concerns or significant changes in needs, behaviour and circumstances.
- 1.14** Take appropriate action in the event of emergencies, ensuring that the Registered Manager and the Support Co-ordinator are informed promptly.
- 1.15** Follow Health and Safety guidelines and report health and safety concerns.
- 1.16** Contribute to service records and individual case files.
- 1.17** Conduct and record financial transactions involving service users within agency guidelines.
- 1.18** Carry out general administrative duties, housing management tasks and services as required.
- 1.19** Contribute to service users' person centred reviews, through verbal and written reports and by attending Support Planning meetings.

General Duties:

- 1.20** Promote Creative Support, its services and activities to clients, carers, other agencies and the general public and contribute to the wider business development and reputation of Creative Support.
- 1.21** Accept support, supervision and guidance from senior colleagues.
- 1.22** Carry out all work in a manner consistent with the aims of the project and the service principles adopted by Creative Support.

- 1.23** Ensure that you and other staff, volunteers and students on placement comply with the following:
- Health and Safety policies and Equal Opportunities Policy
 - Safeguarding of Vulnerable Adults, including immediate reporting of safeguarding concerns to the Council, the Registered Manager and the Duty/On Call Manager.
 - Confidentiality and data protection
 - The Mental Capacity Act 2005
 - The Care Act 2014
 - The quality standards and expectations set out by the CQC (Safe, Caring, Effective, Responsive and Well Led)
 - All Creative Support policies, procedures and guidelines for best practice
- 1.24** Support service users with physical health and mobility needs, including moving and handling and using hoists.
- 1.25** Identify own training needs in discussion with the line manager and attend training events and courses as required.
- 1.26** Any other duties as required.

PERSON SPECIFICATION - SUPPORT WORKER**South Tyneside**

	QUALITIES REQUIRED	How Assessed	Essential /Desirable
1	Experience of providing care and support to people with housing-related support needs	Application	Essential
2	Possession of Health and Social Care Diploma, NVQ or other relevant social care qualification	Application	Desirable
3	A warm, person centred, and affirmative approach to people with housing-related support needs	Interview	Essential
4	Good verbal and written communication skills and ability to listen sensitively to others	Interview	Essential
5	Collaborate with service users, families, and involved professionals to provide a service which maximises outcomes for service users	Interview	Essential
6	Work effectively as part of a team and alone without direct supervision in service user homes	Application & Interview	Essential
7	Demonstrate initiative, self-motivation and resourcefulness	Interview	Essential
8	Knowledge of the recovery model and ability to work in a recover-focused way with service users	Interview	Desirable
9	Understanding of challenges faced by people with complex needs, including homelessness or risk of homelessness, substance misuse, offending backgrounds, and/or low level mental health needs	Interview	Essential
10	Support people with physical health and mobility needs. This may include pushing wheelchairs and using hoists for which a degree of physical fitness will be required	Application & Interview	Essential
11	Willingness to work flexibly on a rota to meet the needs of the service, including evenings, weekends, and bank holidays	Interview	Essential
12	A clean, valid driving licence and access to a car	Application	Essential

Salary:	Up to £12.40 per hour	
	Point One:	£12.30 per hour
	Point Two:	£12.40 per hour
Please Note: <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. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.</i>		

Hours of Work:

Full or part time hours, full time hours are 37.5 per week. To be worked flexibly on a rota which will include evenings, weekends and public holidays according to the needs of the service. Part time hours to be agreed subject to a minimum of 15 hours per week

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.

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.

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.