



Creative Support Ltd, Head Office

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Support Worker

Reference: 83683

Dudley Supported Living Service for adults with Complex Needs

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: 02 December 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

A handwritten signature in black ink, appearing to read 'A. Webb', is written over a light blue horizontal line.

Recruitment Department

All candidates are subjected to enhanced DBS checks

INVESTORS IN PEOPLE®
We invest in people Gold



Stonewall **DIVERSITY CHAMPION**



JOB DESCRIPTION – Care Support Worker
Dudley Supported Living Service for adults with Complex Needs

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

Accountable To: Registered Manager/Senior Service Manager

The Role

We are seeking caring, motivated and enthusiastic individuals to provide person-centred support to adults with learning disabilities in Dudley. In this role, you will make a real difference by promoting independence and enabling people to live fulfilling, valued lives. You will support individuals to build confidence, develop their skills and take an active role in their local community. Our goal is to ensure that the people we support can proudly say:

- I live my best life in a place I call home
- I feel listened to, respected and valued
- I enjoy choices and rights and have control over my life
- I am supported to be safe
- I am doing the things that matter to me
- I enjoy relationships with others
- I am connected to my community
- I am supported with my wellbeing
- I feel able to reach my full potential

Main Duties:

1. To develop and sustain warm and trusting relationships with people we support and their families.
2. To promote the self-esteem, happiness and emotional health of people we support.
3. To respect the person's right to privacy and to ensure that their dignity is maintained at all times.
4. To encourage and support people in expressing their needs, views and concerns. To enable the people we support to make choices and decisions and to participate as fully as possible in planning and decision-making processes.
5. To respect and promote the rights and entitlements of people with learning disabilities and to enable them to participate as fully as possible in their communities.

6. To develop person centred plans and support plans with people we support which identify the ways in which they prefer to be supported and their chosen activities and goals. To respond flexibly to the changing needs and choices of individuals.
7. To provide respectful personal care whilst enabling people we support to maintain their dignity.
8. To enable the people we support to become as independent as possible and to grow in confidence, competence and personal effectiveness in the following areas:
 - Social skills/relationships
 - Personal care & hygiene
 - Daily living skills
 - Using community resources and facilities
 - Social, leisure and work activities
 - Self organisation and coping abilities
 - Personal safety
9. To support people who express their needs through behaviours of distress by using appropriate strategies as specified by the Person-Centred Plan.
10. To ensure that the communication needs of people we support are met creatively in accordance with their preferences and needs.
11. To ensure that people we support receive all necessary advice, care and regular health checks to ensure their physical health and well being. To promote nutrition, relaxation, exercise and a healthy lifestyle.
12. To support the people we support in developing a socially valued lifestyle which includes a varied range of culturally and age-appropriate experiences, building on the strengths, interests and aspirations. To enable people to access social, leisure, work and educational opportunities.
13. To enable the people we support to access developmental opportunities, new experiences and challenges, whilst not being exposed to unacceptable risks. To devise positive risk management plans.
14. To enable people with physical and sensory disabilities to enjoy a full lifestyle with access to the activities of their choice.
15. To assist people we support in the administration and monitoring of prescribed medication in accordance with the Scheme's Medication Policy.
16. To observe and monitor the people we support's emotional and physical well being and to inform relevant staff and agencies of any concerns or significant changes in their needs, behaviour and circumstances.
17. To safeguard people we support from harm and to work within the safeguarding adults policies of Creative Support and Dudley Metropolitan Borough Council.

18. To take appropriate action in the event of unforeseen emergencies, ensuring that the Registered Manager and the Senior Service Manager are informed promptly.
19. To follow Health and Safety guidelines carefully and to alert Managers immediately of any concerns in relation to Health and Safety issues.
20. To contribute to service records and individual case files.
21. To carry out and record all financial transactions involving people we support within agency guidelines.
22. To carry out general administrative duties, housing management tasks and services as required.
23. To contribute to the people we support's person centred reviews, through the provision of verbal and written reports and by attending Support Planning meetings. To empower the individual supported to prepare for and contribute actively to their reviews.

Other

24. To notify your Line Manager of planned whereabouts and to submit accurate timesheets weekly.
25. To provide regular verbal and written reports to colleagues where required.
26. To accept support, supervision and guidance from senior colleagues.
27. To carry out all work in a manner consistent with the service principles of Creative Support.
28. To comply with and to implement the Equal Opportunities Policy.
29. To maintain confidentiality at all times, in accordance with the agreed policy.
30. To identify training needs in discussion with Line Manager and to attend training events and courses as required.
31. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
32. To take on the role of shift co-ordinator when required and to deputise for the Team Manager.
33. All employees should be aware that due to the nature of work Creative Support undertakes there is a requirement to support people we support with daily living skills and individual activities which will include moving and handling and may involve supporting people with personal care needs.

- 34.** 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.
- 35.** 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.
- 36.** Any other duties as required.

PERSON SPECIFICATION – Care Support Worker
Dudley Supported Living Service for adults with Complex Needs

	QUALITIES REQUIRED	How Assessed	Essential/ Desirable
1	Ability to demonstrate a warm, person centred and affirmative approach to people with learning disabilities	Interview	Essential
2	Good verbal communication skills and ability to listen sensitively to others	Interview	Essential
3	Ability to engage with people we support, to develop and sustain warm and trusting relationships	Interview	Essential
4	Ability to demonstrate significant understanding of the needs of people with learning disabilities	Interview	Essential
5	Good written communication skills	Application & Interview	Essential
6	Ability to work constructively and co-operatively as part of a consistent team approach	Interview	Essential
7	Ability to work safely and responsibly without direct supervision in people we support homes	Interview	Essential
8	Ability to demonstrate initiative, motivation and a resourceful, well organised approach	Interview	Essential
9	Ability to liaise in a professional manner with other agencies and to work in a positive way with the families and friends of people we support	Interview	Essential
10	Understanding of the person centred aims and principles of Creative Support and ability to put these into practice	Application & Interview	Essential
11	Ability to demonstrate respect for difference and diversity	Application & Interview	Essential
12	Ability to provide emotional and practical support to people we support	Interview	Essential
13	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 behaviours	Application & Interview	Essential
14	Ability to work in a calm, patient and tolerant manner at a pace appropriate to the needs of the individual	Interview	Essential
15	Ability to enable people to enjoy developmental opportunities without being exposed to unacceptable risks	Interview	Essential
16	Ability to support and supervise junior staff and provide on the job coaching	Application & Interview	Essential
17	Knowledge of helpful approaches, strategies and interventions in working with people with learning disabilities and physical/sensory disabilities	Application & Interview	Essential
18	Ability to use a range of helpful communication techniques	Application & Interview	Desirable

	QUALITIES REQUIRED CONTINUED	How Assessed	Essential/ Desirable
19	Experience of supporting people with learning disabilities	Application Form	Desirable
20	Experience of supporting people with physical/sensory disabilities	Application Form	Desirable
21	Life experience and confidence in relating to people from a variety of backgrounds	Application & Interview	Essential
22	Possession of NVQ2/3 or other relevant social care qualification	Application Form	Desirable
23	Good standard of general education	Application Form	Essential
24	Willingness to work flexible hours according to needs of agency and people we support	Interview	Essential
25	Willingness to attend training courses and events	Interview	Essential
26	Willing to accept feedback and guidance and to be accountable to colleagues and managers	Interview	Essential
27	Ability to support people we support with their physical health needs; this may include pushing wheelchairs and using hoists of which a degree of physical fitness will be required	Application, Pre-Emps & Exercise	Essential
28	Willingness to work sleep-ins, evenings and weekends as required	Application & Interview	Essential

TERMS AND CONDITIONS - Care Support Worker

Dudley Supported Living Service for adults with Complex Needs

Salary:	£12.60 per hour	
	Point One:	£12.60 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 will be considered for all roles. Full time hours are 37.5 per week, part time to be agreed subject to a minimum of 15 hours per week. To be worked flexibly on a rota which will include evenings, weekends and public holidays according to the needs of the service.

Holidays:

20 days plus 8 statutory days (pro rata).

Birthday Holiday Bonus:

You will be permanently entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period, you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

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.

Probationary Bonus:

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period, you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of your end of probationary review paperwork.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows: -

- Creative Support do not pay for the first three days of **any** sickness absence.

- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty-four months service - Up to a maximum of four weeks at full pay.
- Twenty-four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:

Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6-month employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Employee Assistance Service:

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust: A tax efficient way of donating from your pay on a regular basis to any registered charities.

WeCare Awards:

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

Welcome Back Grant:

£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

Uniform:

If applicable for your service you will be provided with a uniform. The number of uniforms that provided will be depended on your hours worked.

Company mobile phone and laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:

A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.