



**Creative Support Ltd, Head Office**

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**Female Relief Support Worker**

**Reference: 91317**

**Apsley Court, Orpington**

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: 29 April 2026**

Please note that we will shortlist applications for this role as they are received rather than waiting for the closing date so please submit your applications at the earliest opportunity.

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](mailto:recruitment@creativesupport.co.uk) or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We very much look 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*

**Exempt from the Equality Act 2010**



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**JOB DESCRIPTION – FEMALE RELIEF SUPPORT WORKER**  
**Bromley Extra Care Services (Apsley Court, Orpington)**

**Hours:** Zero hour basis

**Accountable to:** Registered Manager

**The Role:**

To provide person-centred care and support to older people with support needs living in a warm and caring environment at Apsley Court, Orpington. You will enable people to live as independently as possible and to participate in their community. You will engage with service users and build trusting relationships. Your role will include visiting service users in their homes to provide personal care and practical and emotional support in-line with their individual care and support plan. You will work closely with other professionals and agencies to provide a co-ordinated service which meets the identified needs and preferences of the individual.

**Main Duties:**

1. To develop warm and trusting relationships with service users to encourage them to express their needs, views and concerns.
2. To respect the service user’s right to privacy and to ensure that their dignity is maintained at all times.
3. To be flexible and responsive to the needs of service users as directed by their Individual Care Plans.
4. Support service users to develop practical and social skills to retain optimum control over their lives.
5. To provide personal care in a sensitive and dignified way and in accordance with the service users wishes.
6. To advise and support service users in all aspects of managing their home and maintaining the safety, hygiene and comfort of their environment.
7. To promote the service user’s self esteem and enable them to express their preferences and make choices and decisions.
8. To enhance the confidence and coping abilities of service users through encouragement and positive feedback.
9. To assist service users with general activities of daily living including:
  - Shopping
  - Meal Preparation
  - Domestic tasks and cleaning
  - Laundry and ironing
  - Participation in community activities both locally and at the scheme
10. To support service users to enjoy healthy meals, good nutrition and hydration and to provide direct assistance with preparing meals and refreshments. To provide support with eating and drinking in accordance with guidelines. To promote enjoyment of meals through direct

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participation in meal planning, preparation and cooking and to ensure that service users' dietary needs and preferences are identified and met.

11. To advise, encourage and support service users so as to maximise their self care and independent living skills.
12. To support service users in budgeting and managing their finances and to ensure that they are able to maximise their income by liaising with Welfare Rights agencies.
13. To support service users in meeting their cultural and spiritual needs and in expressing their personal identity.
14. To encourage service user's to identify their strengths and interests and to support service users in accessing social and leisure activities in the service and the wider community.
15. To enable service users to participate in their local communities and to enjoy the rights and responsibilities of citizenship.
16. To promote an active healthy lifestyle and to give person-centred advice and support in respect of diet, exercise, stress reduction, smoking cessation and weight management.
17. To inform the Registered Manager/Support Co-ordinator, Care Manager and relevant agencies of any concerns or significant changes in their needs and circumstances. To report any concerns regarding children or vulnerable adults with immediate effect to the Registered Manager/Support Co-ordinator or the Duty/On Call Manager.
18. To support service users in respect of prescribed medication and to promote self-medication wherever possible. To administer medication where required in accordance with the service user's prescription and to follow medication policies and guidelines. To report all side effects or concerns relating to medication to the Duty Manager.
19. To work within agreed risk management guidelines and to assist service users in reducing risks to themselves or others. To promptly report all concerns regarding risks to senior staff, the Duty Manager/On Call Manager and relevant agencies.
20. To maintain a high standard of customer care and to encourage feedback from service users and other agencies. To promptly report and document all complaints, suggestions and feedback.
21. To take appropriate action in the event of emergencies, ensuring that the Project Manager and the Support Co-ordinator or the Duty/On Call Manager is informed promptly.
22. To work in a safe and responsible manner to safeguard vulnerable service users from harm whilst ensuring individuals are able to make choices and enjoy rights & opportunities. To promptly & professionally report all concerns regarding the safety of vulnerable service users to the Duty Manager/On Call Manager and relevant agencies. To safeguard vulnerable adults from harm and abuse and to report safeguarding concerns in accordance with Creative Support and the London Borough of Bromley's Safeguarding Policy and alerting procedures.
23. To follow Health and Safety guidelines carefully, including measures to prevent and control infection and to alert the Registered Manager immediately of any concerns in relation to Health and Safety issues.

24. 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.
25. To ensure that all financial transactions relating to the project or service users are promptly and accurately recorded within the agreed guidelines.
26. To work positively and cooperatively with the families of service users and to promote the involvement of their wider circle of support.
27. To contribute to service users' reviews, through the provision of verbal and written reports and by attending Support Planning and Review Meetings.
28. To fulfil the role of Key Worker as required, under the direction of a senior member of staff.

**Other:**

1. To notify your Line Manager of planned whereabouts and to submit accurate timesheets weekly.
2. To provide regular verbal and written reports to your Line Manager.
3. To accept regular support and supervision from your Line Manager.
4. To carry out all work in a manner consistent with the aims of the project and the service principles adopted by Creative Support.
5. To comply with Creative Support's Equal Opportunities Policy.
6. To maintain confidentiality at all times, in accordance with the agreed policy and to comply with data protection requirements.
7. To identify training needs in discussion with your Line Manager and to attend training events and courses as required.
8. Observe written policies, procedures & guidelines for good practice agreed by Creative Support.
9. To undertake on the role of Shift Co-ordinator when required.
10. 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.
11. Any other duties as required.

**PERSON SPECIFICATION – FEMALE RELIEF SUPPORT WORKER**  
**Bromley Extra Care Services (Apsley Court, Orpington)**

	<b>QUALITIES REQUIRED</b>	<b>How Assessed</b>	<b>Essential or Desirable?</b>
<b>1</b>	Good verbal communication skills and ability to listen sensitively to others	Interview	Essential
<b>2</b>	Good written communication skills, with an ability to contribute to a record keeping system	Application form	Essential
<b>3</b>	Good interpersonal skills	Interview	Essential
<b>4</b>	Ability to work as part of a team	Interview	Essential
<b>5</b>	An understanding of older people's needs	Application & Interview	Essential
<b>6</b>	Ability to provide compassionate emotional support, respectful personal care and practical assistance to service users	Application & Interview	Essential
<b>7</b>	A common sense approach to problem solving and an ability to respond effectively in crisis or emergency situations	Interview	Essential
<b>8</b>	Ability to liaise in a professional manner with other agencies	Interview	Essential
<b>9</b>	An understanding of the aims and principles of Creative Support	Interview	Essential
<b>10</b>	Understanding of Equal Opportunities Policies adopted by Creative Support	Interview	Essential
<b>11</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	Application & interview	Desirable
<b>12</b>	Experience of providing care, support or other services to older people or adults with support needs	Application & interview	Essential
<b>13</b>	Willingness to work flexible hours according to needs of service users	Interview & references	Essential
<b>14</b>	Willing to participate in regular supervision with line manager	Interview	Essential

**TERMS AND CONDITIONS – FEMALE RELIEF SUPPORT WORKER**  
**Bromley Extra Care Services (Apsley Court, Orpington)**

**Pay Structure:**

**£12.85 per hour**

**Hours of Work:**

Zero hour basis.

**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.

**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.

**Disclosure Checks:**

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

**Sona App:**

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

**Vaccination Policy:**

We would encourage you to apply to us even if you have not yet had your COVID 19 vaccine. You will be required to have your first COVID 19 vaccine prior to your interview and your second vaccine before you start work with us. Applicants who are unable to receive the vaccination on medical grounds are still welcome to apply with provision of their official NHS COVID pass letter of medical exemption.

**Networks:**

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.

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