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Female Relief Support Worker

Reference: 93986

Learning Disabilities Service in Altrincham, Trafford

***Gender is considered to be an occupational requirement* – Equality Act 2010**

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: 23rd November 2026

Once you have submitted your application form allow *14 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

All candidates are subjected to enhanced DBS check

JOB DESCRIPTION – RELIEF SUPPORT WORKER

Learning Disabilities Service in Altrincham, Trafford

Responsible To: Line Manager

The Role:
To provide and play an active role in meeting the support needs of individuals with a learning disability in line with their personal support plans. Ensure a high quality of service delivery in line with individuals' expressed needs, promoting independence, choice and inclusion. Applicants must have a lively and enthusiastic approach and take the initiative to source appropriate and fun activities for service users.

Main 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 offer unconditional positive regard to service users, to respect rights to privacy and to ensure that their dignity is maintained at all times.

4. To encourage and support service users to express their needs, views and concerns. To enable service users make choices and decisions and to participate as fully as possible in planning and decision-making processes. To enable people to contribute actively to decisions regarding their own care, support and activities through verbal and non-verbal communication methods which are tailored to their individual needs.

5. To respect and promote the rights and entitlements of people with a learning disability and to enable them to participate as fully as possible in their communities and to maintain community connections.

6. To carry out the role of key worker and to enable service users to achieve their goals and dreams by working alongside them to develop and implement within their person centred plans. To be responsive to changing needs and preferences.

7. To support service users in maintaining the safety, security, cleanliness and comfort of their homes. To support service users in understanding and adhering to the terms and conditions of their tenancy agreement and in enjoying the rights and responsibilities of being a tenant.

8. To enable service users 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
- Managing money
- Using community resources and facilities
- Social, leisure and work activities

- Self organisation and coping abilities
- Personal safety

9. To achieve this through the provision of practical assistance, support, therapeutic recreation and education sessions, teaching, advice, role modelling, encouragement and positive feedback.

10. To support service users in claiming their full benefit entitlement, budgeting and managing their personal finances as independently as possible to support their chosen lifestyle.

11. To provide respectful personal care in accordance with the needs, wishes and preferred routines outlined in the individual's personal support plans.

12. To support people to enjoy a wide range of activities within the home and community which meets their needs. To support service users in developing a socially valued lifestyle which includes a varied range of culturally and age appropriate experiences, building on the strengths, interests and aspirations of the service user. To enable people to access social, leisure, work and educational opportunities.

13. To ensure that service users 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. To observe and monitor the service users' emotional and physical well being and to inform the Registered Manager, families and other agencies of any concerns or significant changes in their needs, behaviour and circumstances.

14. To offer positive behaviour support to individuals who express their frustrations and needs through challenging behaviour by using appropriate strategies, management protocols and guidelines agreed with the multi-disciplinary team.

15. To work closely with the families of service users and other professionals involved in their care and support to provide coordinated services to meet the needs of the individuals. To encourage and support connections with families and friends. To positively and respectfully communicate with families and other professionals at all times.

16. 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.

17. To ensure that vulnerable adults and children are safeguarded from harm. To comply with Creative Support and Council's safeguarding policy and procedures and to report any concerns regarding vulnerable adults or children with immediate effect to the Council, the Registered Manager and the Duty/On Call Manager.

18. To assist service users in the administration and monitoring of prescribed medication in accordance with the Scheme's Medication Policy.

19. To take appropriate action in the event of unforeseen incidents and emergencies, ensuring that the Registered Manager is informed promptly.

20. To follow health and safety guidelines carefully and to alert the Registered Manager immediately of any concerns in relation to Health and Safety issues.

21. To contribute to project records and individual case files.

22. To carry out and record all financial transactions involving service users within agency guidelines.

23. To carry out general administrative duties, housing management tasks and services as required.

24. To contribute to person centred reviews, through the provision of verbal and written reports and by attending Support Planning meetings.

25. 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.

26. As a waking night worker you will be required to work autonomously and confidently. You will follow the requirements of the project at which you will be working in relation to supporting service users' needs. This will require completing regular observations and checks on service users as detailed in individual support plans.

27. You may be required to carry out domestic tasks which could include assisting service users with their washing, ironing and general cleaning tasks as required.

28. You will be required to attend your shift on time and ensure that you are fully rested prior to undertaking your waking night shift. You will be required to stay fully awake at all times for the duration of your shift.

Other

1. To notify Line Manager of planned whereabouts and to submit accurate timesheets weekly.

2. To provide regular verbal and written reports to colleagues.

3. To accept support, supervision and guidance from senior colleagues.

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 maintain confidentiality at all times, in accordance with the agreed policy.

6. To identify training needs in discussion with Line Manager and to attend training events and courses as required.

7. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.

8. To take on the role of shift co-ordinator when required.

9. 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

10. Any other duties as required.

PERSON SPECIFICATION – RELIEF SUPPORT WORKER

Learning Disabilities Service in Altrincham, Trafford

	QUALITIES REQUIRED	How Assessed	Essential or Desirable?
1	Ability to demonstrate unconditional positive regard and a warm, respectful and person centred approach	Interview	Essential
2	Ability to engage with service users, to develop and sustain warm and trusting relationships	Interview	Essential
3	Ability to demonstrate basic insight and understanding into the needs of people with learning disabilities	Interview	Essential
4	Good verbal and written communication skills with the ability to tailor these to the needs of the preferences of the individuals	Interview	Essential
5	Ability to work constructively and co-operatively as part of a team and to demonstrate self-motivation and initiative	Interview	Essential
6	Ability to work safely and responsibly without direct supervision in service user's own home	Interview	Essential
7	Ability to enable people to enjoy developmental opportunities without being exposed to unacceptable risks	Interview	Essential
8	Understanding of the person centred aims and principles of Creative Support and ability to put these into practice	Application & Interview	Essential
9	Ability to maintain professional boundaries, to liaise in a professional manner with others	Interview	Essential
10	Ability to demonstrate respect for difference and diversity.	Application & Interview	Essential
11	Ability to provide emotional and practical support with all aspects of everyday lives.	Application & Interview	Essential
12	A non judgmental, accepting approach to working with people who may be challenging and the ability to cope in a mature way	Application & Interview	Essential
13	Possession of relevant social care qualification (eg NVQ & Health and Social Care Diplomas)	Application	Desirable
14	Experience of providing care or support to people with a learning disability	Application & Interview	Essential
15	Ability to provide respectful personal care and assist with mobility needs	Interview	Essential
16	Willingness and ability to work flexibly to meet the needs of the individuals and the service	Interview	Essential

17	Willingness to attend training courses and events	Interview	Essential
18	Willingness to accept feedback and guidance to reflect on practice and to be accountable to service users, colleagues and managers	Interview	Essential
19	To have a clean driving licence and be willing to drive service users cars	Application Form	Essential
20	Ability to support service users with their physical health needs, for which a degree of physical fitness will be required	Application, Pre-emps & Interview	Essential

TERMS AND CONDITIONS – RELIEF SUPPORT WORKER

Learning Disabilities Service in Altrincham, Trafford

Pay Structure:

Salary:	**£12.85 per hour** *(plus rolled up holiday pay)*
Please Note: *Pay is made in arrears weekly for hours worked in the prior week. A higher hourly rate may be paid dependent upon service the shift is carried out in.* *National Minimum Wage (£12.71 per hour) will be paid when completing training.*	

Hours of Work:

As required

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.

Staff Benefits Scheme:

As a member of staff for Creative Support you will be entitled to access a range of on-line benefits for various activities and high street stores. Benefits include discounted prices and two for one offers at Theme Parks, Shops, Restaurants and various on-line stores.

DBS Checks

Employment will be subject to enhanced Disclosure and Barring Service check

Sona App

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

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.