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Support Worker

Reference: 96199

Bury Domiciliary Service

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: 18 December 2026

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

All employees are subject to enhanced DBS checks

JOB DESCRIPTION – SUPPORT WORKER

Bury Domiciliary Service

Hours: Part time hours –30 hours per week. Shifts are Monday-Friday.

Responsible to: Senior Support Worker and Project Manager

The Role:

To provide individualised person centred support for people with mental health support needs, as well as some individuals also with learning disabilities. You will support service users living in their own homes and in the community to build meaningful and satisfying lives through the provision of flexible and personalised support. You will work in partnership with service users to enable people to take active control over their lives and to make progress towards personal goals. You will work in an anti-discriminatory manner, ensuring that the rights and entitlements of service users are respected at all times. You will promote self-esteem, independence, social inclusion and a sense of personal identity separate from illness and disability. The successful applicant will be able to think on their feet, work under their own initiative at times and respond to situations with a proactive attitude.

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 right 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 support needs 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
    - Medication management
    - Daily living skills
    - Managing money
    - Using community resources and facilities

- Social, leisure and work activities
- Self organisation and coping abilities
- Personal safety

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

9. 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.

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

11. 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.

12. 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 and other appropriate equipment to meet personal needs.

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 agency'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 & individual activities which include moving & handling and may involve supporting people with personal care needs.

Other Duties:

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

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

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

29. To carry out all work in a manner consistent with the aims of the project and the service principles adopted by Creative Support.

30. To comply with and to implement the Equal Opportunities Policy.

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

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

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

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

35. 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.

36. Any other duties as required.

PERSON SPECIFICATION – SUPPORT WORKER

Bury Domiciliary Service

	QUALITIES REQUIRED	How Assessed	Essential /Desirable
1	Ability to demonstrate unconditional positive regard and a warm, respectful and person centred approach to people learning disabilities, complex needs and autism	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, complex needs and autism	Interview	Essential
4	Good verbal and non-verbal communication skills with the ability to tailor these to the needs of the preferences of the individuals	Interview	Essential
5	Written communication skills, sufficient to contribute to a record keeping system	Application & 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 other agencies and to work in a positive and respectful way with the families and friends of service users	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 with conflict, distress and challenging behaviour	Application & Interview	Essential
13	Ability to work in a calm, patient and tolerant manner at a pace appropriate to the needs of the individual	Interview	Essential
14	Possession of relevant social care qualification (eg NVQ & Health and Social Care Diplomas)	Application	Desirable
16	Life experience and confidence in relating to people from a wide variety of backgrounds	Application & Interview	Essential
17	Ability to provide respectful personal care and assistance with mobility needs	Interview	Essential
18	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, Pre-emps, Interview	Essential
19	Willingness and ability to work flexibly to meet the needs of the individuals and the service	Interview	Essential
20	Willingness to attend training courses and events	Interview	Essential
21	Willingness to accept feedback and guidance to reflect on practice and to be accountable to service users, colleagues and managers	Interview	Essential
20	To have a clean driving licence and access to a car	Application Form	Desirable

TERMS AND CONDITIONS – SUPPORT WORKER
Bury Domiciliary Service

Salary:	**£13.45 per hour**
Please Note: *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.*	

Hours of Work:
Part time hours- 30 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.

Bank Holidays:
An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

Holidays:
20 days plus 8 statutory days (pro rata) for part-time.

Part Time Work:
Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours. We take a positive view of part-time work and will consider reasonable requests for part time hours for a minimum of 15 hours per week.

Birthday Holiday Bonus:
All employees are 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.

Level 2 and/or Level 3 Health & Social Care Diploma:
All employees will be required to undertake and complete the Level 2 and/or Level 3 Health and Social Care Diploma, as a condition of their employment if you already hold NVQ 2 health and social care or equivalent qualification you will not need to do the award again, but we may support you to undertake a level 3 or other relevant qualification at our cost.

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:
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 you 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 pay SSP 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 was of donating a regular basis to any of the registered charities either large or small.

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 amount 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.

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.