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Relief Support Worker

Reference: 96164

Oakley Learning Disabilities 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: 19 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 – RELIEF SUPPORT WORKER

Oakley Learning Disabilities Service

Hours: Zero hours basis

Responsible to: Registered Manager and Relief Staff Team Leader

The Role:

To provide person centred care and support to people with learning disabilities, some of whom have physical disabilities, to live as independent as possible in a residential care home. You will provide support to service users, working as a team member in delivering high quality person centred care in a way that respects the dignity of the individual whilst promoting independence and wellbeing. Your role will include providing support as part of a structured approach and offering practical and emotional support in-line with their individual care plan. To work closely with other professionals and agencies to provide a co-ordinated service which meets the identified needs of the individuals.

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 respect the person's right to privacy and ensure that their dignity is maintained at all times.

4. To encourage and support service users in expressing needs, views and concerns. To enable service users to make choices and decisions and to participate in planning and decision-making processes.

5. To support service users to express their personal identity, including gender and sexuality.

6. To respect and promote the human rights and entitlements of people with learning disabilities and enable them to participate in their communities as active citizens, enjoying the same rights as others. To support service users to access independent advice and advocacy when needed and to signpost/refer to external agencies as required.

7. To be responsive to the needs of service users in accordance with their Personal Support Plans and to respond flexibly to changing needs.

8. To provide respectful and dignified personal care in accordance with individual care plans.

9. To enable and empower service users to gain independence, confidence and competence in following areas:

- Personal care and hygiene
- Improving and maintaining health and wellbeing
- Daily living skills
- Budgeting and paying bills
- Social skills/relationships

- Using community resources and facilities
- Social, leisure and work activities
- Finding and sustaining voluntary or paid employment
- Self-organisation and coping abilities
- Personal safety

10. To achieve this through prompting, active support, encouragement, skills teaching and positive feedback. To build on individual strengths, interests and assets. Where service users are unable to carry out tasks for themselves (such as housework, shopping, cooking, laundry, etc) to carry these out on their behalf with regard for their preferences. To promote the service user's active involvement and capacity for self-management when undertaking any tasks and to always seek to develop their skills and confidence and their enjoyment of everyday activities.

11. To ensure that service users attend all health appointments and receive advice, care and regular health checks to ensure their physical and mental wellbeing. To promote good nutrition, relaxation, exercise and a healthy lifestyle.

12. To communicate with service users in their preferred manner and to follow communication passports and guidelines.

13. To support service users in developing a socially valued life, which includes culturally and age appropriate experiences, building on their strengths, interests and aspirations. To enable people to access social, leisure, education, training and employment opportunities.

14. To support service users to build and maintain their relationships with family and friends and to develop their informal support network.

15. To provide a culturally sensitive and appropriate service to service users from diverse backgrounds and to support people to observe their chosen faith and maintain cultural connections.

16. To support people who express their needs through behaviour that challenges services by using appropriate supportive strategies and interventions as specified by Positive Behaviour Support Plans.

17. To assist and support service users in the ordering, administration and monitoring of prescribed medication following Creative Support's Medication Policy and local guidelines.

18. To support service users to enjoy a healthy diet and to follow any specific dietary requirements or preferences. To follow guidelines for food safety and hygiene and to support service users to store and prepare food safely.

19. To enable service users to maintain their homes in a safe and comfortable manner, to report or organise repairs and to obtain the necessary aids and adaptations to maintain their independence.

20. To support service users to maintain a positive and purposeful routine and lifestyle which enables their personal development.

21. To ensure that the assessed needs of people with physical and sensory disabilities are met and to provide safe and appropriate personal care and support to meet health needs. This may involve undertaking delegated health care tasks in accordance with agreed plans and guidelines and support with moving and handling, including the use of hoisting and other equipment.

22. To support service users to travel with confidence on public transport

23. To act as the nominated key worker for a number of service users. To carry out this role diligently and proactively.

24. To plan and contribute to service users' Person Centred Reviews, to provide verbal and written progress reports and attend Support Planning meetings. To enable the service user's views and wishes to be at the heart of decision making.

25. To devise activity plans to meet the identified needs and preferences of service users and to organise and to undertake activities in accordance with agreed activity plans, risk management guidelines and financial protocols. To ensure the safety of service users when undertaking activities inside the home and in the community and to promote their enjoyment and personal development whilst participating in activities.

26. To support service users to plan short breaks and holidays and to accompany them on outings and holidays at their request, where support is required.

27. To observe and monitor service users' emotional and physical wellbeing and to inform your manager and involved professionals of concerns or significant changes in needs, behaviour and circumstances.

28. To ensure that the safety and welfare of service users is paramount and to report any poor practice to your manager, whether relating to colleagues, external agencies or others.

29. To ensure that all incidents, accidents and safeguarding concerns are reported in a timely manner, in accordance with agency and Local Authority requirements. To ensure that any agreed follow up actions or protection measures are implemented.

30. To take appropriate action in the event of emergencies, ensuring that emergency services are called as required and that the Registered Manager and other managers are informed promptly.

31. To follow health and safety guidelines and alert your manager to any health and safety concerns.

32. To carry out daily and weekly health and safety checks within agreed timescales and to report any safety concerns.

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

34. To record financial transactions involving service users within agency guidelines and complete regular finance checks.

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

36. To fulfil the Shift Coordinator role when required by co-ordinating the shift, giving direction and support to other staff, leading by example and ensuring the smooth running of the service in line with agreed ways of working and service user care plans. This will include accountability for maintaining agreed appointments and support commitments as well as following up issues and concerns.

37. To contribute to the induction of new staff, students and agency support staff following the local induction procedure.

38. To take part in and contribute to handovers and to ensure that important information is communicated verbally and in writing in handover forms, communication books, diaries and other records.

39. To communicate effectively and professionally with colleagues and professionals to ensure that consistent team working is maintained at all times.

40. To respond positively and quickly to complaints or feedback from service users, their families, or others. To acknowledge and record all complaints in the complaints file. To ensure that complaints procedure is followed and that your manager and Head Office is informed.

41. To drive service user and company cars as appropriate (and if in possession of a current driving licence).

42. To undertake other tasks as required on instruction from or on behalf of the Service Manager and/or other senior staff.

Other Duties

1. To positively 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 the company.

2. To accept support, supervision and guidance from senior colleagues and to participate positively in appraisals, team meetings and company events.

3. To carry out all work in an accountable manner consistent with the aims of the service, the Contract Specification and the service principles adopted by Creative Support.

4. To ensure that you and other staff, volunteers and students on placement comply with the following:

    - Health and Safety policies and guidelines, including the Health & Safety at Work Act
    - Equal Opportunities policies
    - Safeguarding of Vulnerable Adults, including immediate reporting of safeguarding concerns to the Council, your line manager, Registered Manager and the Duty/On Call Manager.
    - Confidentiality and data protection
    - Active prevention and control of infection
    - Principles of the Mental Capacity Act

- Principles of the Care Act
- All Creative Support policies, procedures and guidelines for best practice

5. To support service users with mobility needs, including moving and handling and using hoists.

6. To identify own training needs in discussion with line manager and to attend training courses and events as required. To complete training assignments and e-learning courses as

7. required within agreed timescales.

PERSON SPECIFICATION – RELIEF SUPPORT WORKER
Oakley Learning Disabilities Service

	QUALITIES REQUIRED	How Assessed	Essential or Desirable
1.	12 months relevant paid work experience of providing care or support	Application	Desirable
2.	A warm and person-centred approach	Interview	Essential
3.	Ability to engage with service users and to develop and sustain warm and trusting relationships	Interview	Essential
4.	Good verbal communication and listening skills	Application & Interview	Essential
5.	Good written communication skills and the ability to develop person-centred support plans and complete relevant documentation	Application & Interview	Essential
6.	Possession of a relevant vocational qualification (such as NVQ, Health & Social Care Diploma or equivalent)	Application and post-interview checks	Desirable
7.	Ability to liaise in a professional manner with other agencies and to work positively with the families and friends of service users	Interview	Essential
8.	Well motivated and proactive with a good work ethic and strong duty of care	Interview	Essential
9.	An understanding of equal opportunities and culturally sensitive practice	Interview	Essential
10.	Ability to work positively in a team and to contribute to an effective team approach	Interview	Essential
11.	Ability to follow policies, guidelines and guidance/instructions from senior staff	Interview	Essential
12.	Ability to provide respectful personal care and support and to promote dignity	Application & Interview	Essential
13.	Ability to work without direct supervision and to use own initiative	Interview	Essential
14.	Ability to provide active support and promote independence	Interview	Essential
15.	Ability to undertake practical household tasks/housework and the ability to support people with mobility needs (this may include pushing wheelchairs and using hoists for which reasonable physical fitness will be required)	Application & Interview	Essential
16.	Ability to work reliably on a rota system which will involve evenings, weekends, bank holidays and may involve sleep-ins	Interview	Essential
17.	Punctual and reliable	Interview and post-interview checks	Essential
18.	Willingness to work flexibly to meet the needs of the service	Interview	Essential
19.	Must hold a valid full UK driving licence	Application Form	Desirable

TERMS AND CONDITIONS – RELIEF SUPPORT WORKER

Oakley Learning Disabilities Service

Pay Structure:

£12.85 per hour plus rolled up holiday pay

1. Hours of Work:

As required

2. Probationary Period:

The first four months will constitute a probationary period.

3. 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.

4. Sickness Policy:

You will not be entitled to company sick pay.

5. 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.

6. DBS Checks

Employment will be subject to enhanced Disclosure and Barring Service check

7. 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. This time will be used to complete post interview recruitment checks.

8. Sona App:

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