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## Job Description

### Relief Support Worker

#### Introduction

Autism Initiatives is committed to working in partnership with the People Supported, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with Autism Spectrum conditions.

All staff are expected to:

- Work in the context of Autism Initiatives vision, mission and philosophy and to use our 'Five Point Star' approach in order to support the People Supported in achieving their goals.
- Work to develop their abilities in line with Autism Initiatives competency framework.
- Recognise the positive abilities of the People Supported and support our shared belief in lifelong learning.
- Adhere to Autism Initiatives Code of Conduct and the NI Social Care Council's Code of Practice (NISCC), showing a high degree of professionalism, resilience and a willingness to remain committed during particularly demanding times.

#### Location

Relief support workers are usually recruited for specific locations and the People Supported, but ***may also be required to work at other locations, either temporarily or permanently, or may be recruited for across services.***

#### Line Manager

Relief support workers are managed and supervised by the Service Manager/Team Leader where they are located, through the line management structure.

#### Main Duties and Responsibilities

Relief support workers are required to work within the mission and values of AI and the aims and objectives of the service. Relief support workers should promote the independence of the People Supported by providing support, advice and assistance when necessary. They should be sensitive and responsive and will consult and involve the People Supported in all areas relating to their individual lives. The privacy, confidentiality, rights and responsibilities of the People Supported should be upheld at all times. Relief support workers are required to work within AI policies, practices and procedures, codes of practice and all legislative and regulatory requirements, including RQIA and Supporting People standards at all times.

1. Specifically take account of the choices, needs and wishes of each Person Supported, involving them in their own plans and day to day decisions. Ensuring the People Supported needs are considered at all times, taking into consideration their autism and any other sensory, physical or learning disabilities, including personal care.
2. Together with the People Supported and members of the staff team, assess, plan,

implement and evaluate individual plans in order to enhance and maximise the capabilities and independence of the People Supported and participate in reviews when required.

3. Take personal responsibility for learning about each Person Supported and the way autism affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills.
4. Take responsibility to develop skills in autism practice and to work within the Autism Initiatives Way.
5. Register with NISCC within the first month of employment and be fully registered with NISCC before the end of the six month probation period and a copy of this certificate sent to the HR department. Take responsibility for maintaining this registration, including annual fees and work within the NISCC code of Practice at all times.
6. Maintain People Supported /Company Confidentiality at all times.
7. Be available to cover leave as required, including sickness and annual leave.
8. Ensure communication with the People Supported is appropriate and relevant to the individual and be committed to supporting the People Supported to develop their communication skills.
9. As far as possible, ensure that the People Supported and their families are involved and informed about aspects of their life within the home and local community.
10. Develop person centred working relationships with the People Supported, carrying out key worker / shift leader responsibilities in a professional manner and to deputise in the absence of the senior/team leader if required.
11. Undertake duties such as laundry, shopping, cleaning and cooking as required and support the People Supported to be included in these tasks as appropriate.
12. Maintain records of untoward incidents, accidents and near misses for the People Supported and employees in accordance with company policies and procedures and report any maintenance requirements.
13. Ensure that transport requirements are assessed and available to meet the needs of the People Supported.
14. Undertake driving duties, if required by Team leader/Senior, to support the People Supported to access their local community.
15. Ensure that personal belongings of the People Supported are treated with respect.
16. Where relevant and following a referral, to support People Supported through transition and to assist them to settle in their new home and to assess their skills and needs as appropriate.
17. Any other duties as reasonably requested.
18. Support the People Supported in their daily lives through:
  - Assisting them to develop and maintain a high standard of personal hygiene and appearance.
  - Supporting them to make appropriate choices regarding their nutritional needs.
  - To order, store and administer medication in accordance with the People Supported needs and their Kardex, whilst complying with AI's medication policy and procedures.
  - Accompanying the People Supported to the dentist, doctor, hairdresser, and other appointments as appropriate.
  - Reporting to managers *any* concerns regarding the People Supported welfare including health and safety issues and or safeguarding concerns and ensuring the People Supported environment is safe and responsive to individual needs.
  - To monitor the health and well-being of the People Supported in liaison with other relevant professionals and keep required records of this.
  - Supporting the People Supported in their basic care needs such as bathing, dressing, shaving, and assisting them to learn self care and with direct support where required.

- Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with People Supported interests, choices, needs and care/support plans. This may include going swimming or going for walks etc.
- Accompanying the People Supported on trips and holidays away when required.
- Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant checks as necessary.
- To handle petty cash/People Supported monies according to AI procedures and to assist with records and returns as required in respect of this area.
- Adhering to all safeguarding requirements and any procedures aimed at the protection of vulnerable adults.
- Using 'Positive Intervention Support Planning' to support the People Supported in managing their own challenging behaviours in accordance with People Supported care/support plans.
- Assist in planning and pursing agreed strategies to support and alleviate behaviour that presents challenge within the service.
- Understanding the importance of a Person Supported working file and plans, and using these effectively and professionally to inform practice on a daily basis.
- Recording accurately and professionally in line with national standards, Autism Initiatives requirements and the Five Point Star approach and keep appropriate records on all matters relating to the operation of the home.
- Attending and participating in all meetings and training as required, including own supervisions, appraisals, new employee assessments and team meetings etc.
- Working with managers to identify needs and access relevant learning and development opportunities and share that learning with others.
- Working as part of a team, sharing responsibility fairly and being supportive of others, promoting a team approach and being courteous to all team members and visitors.
- Supporting colleagues in difficult or potentially difficult situations within the workplace, at all times, promoting a non-discriminatory, harmonious working environment.
- Assisting in the induction / training of new staff as required.
- To provide written reports to your line manager as required.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service, or People Supported needs, developments in the Company, or due to legislative or regulatory requirements or in consultation with the post holder.

This job description is not definitive and may vary.

**November 2023**

## **JOB CRITERIA – Relief Support Worker**

### **ESSENTIAL**

- Working, voluntary or personal knowledge of providing care and or support.
- Full UK Driving Licence to be held for at least one year.
- Be flexible to work according to the needs of our services.
- NISCC registered, or apply to register on appointment.

### **DESIRABLE**

- Knowledge of Autism, communication difficulties and resulting behaviour that challenges.
- GCSE Maths and English at grades C or above, or equivalent. Alternatively, professional related qualification, or working towards this.
- Health Care qualification.

*The Company reserves the right to enhance desirable criteria for the above position to facilitate short listing, if required.*

<b>Person Specification</b>	
<b>Job Title:</b> Relief Support Worker	
<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>
Ability to show compassion and empathy.	Application form, interview and references.
Written communication skills.	Application form.
Ability to understand and complete relevant numeric and written documents and reports as required.	Application form and interview.
Some understanding of what a person centred approach is.	Application form and interview.
Professional approach.	Application form and interview.
Flexibility and resilience: the ability to meet the changing needs of the People Supported.	Application form, interview and references.
Willingness to learn and continuously develop.	Application form and interview.
Able to work effectively with colleagues, families and other professionals as part of a team.	Application form and interview.
Clear verbal communication / able to listen.	Interview.
Ability to manage self and others in an organised manner.	Application form and interview.
Able to work effectively in partnership with the People Supported, families, colleagues and other professionals.	Application form and interview.
Good working knowledge of current legislation and regulations for Health and Social Care, including work of the RQIA.	Application form and interview.
<b>November 2023</b> Other selection methods may be applied as required; these methods are not limited to interviews.	

## Terms and Conditions

<b>Post:</b>	Relief Support Worker.
<b>Hours:</b>	No set amount – zero hours.
<b>Annual leave:</b>	Maximum of 28 days per year (based on a maximum of 40 hrs per week). The entitlement to annual leave is based on hours worked.
<b>Salary:</b>	As per contract.
<b>Probation:</b>	6 Months, 12 week assessment process.
<b>Occupational</b>	The organisation operates an Occupation
<b>Health Benefit:</b>	Health Benefit scheme.
<b>Equal Opportunities:</b>	Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community.