

Human Resource Quality Manual 1	Issue Date: 5 <sup>th</sup> January 2015
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## CAMPBILL COMMUNITY GLENCRAIG

<b>Title of Post:</b> 21/01/SSW/WEB Senior Support Worker	<b>Location:</b> Camphill Community Glenraig Adult Services
<b>Accountable to:</b> Group Leader	
<b>Purpose of the Job:</b> As part of Glenraig Adult services, the Senior Support Worker will assist the Group Leaders within the adult residential community to provide the highest possible standard of support and care to the adult residents with complex needs and challenging behaviour. This role can require an element of personal care and at times will require redirection or physical intervention as a last resort with those presenting challenging behaviours. With this vision and our aim of providing the best service possible, we are looking for empathetic and caring staff who share our values and a desire to help improve and add to the quality of life and wellbeing of our residents. And just as with our service-users, we believe that wellbeing at work is about creating an environment that promotes a state of contentment; something that allows employees to flourish and achieve their full potential, not only for themselves but also for the community.	
<b>Salary/Hourly Rate:</b> 3 point incremental scale commencing on £19,698.00 to £20,493.00 per annum pro rata	<b>Hours of Work:</b> Full Time and Part Time available. Maximum of 38 hours per week, fully flexible
<b>Closing Date:</b> 4pm, Wednesday 20 <sup>th</sup> January 2020	<b>Length of Contract:</b> Permanent

### Key Duties & Responsibilities

#### Residents

The Senior Support Worker will:

- Assist the adult as directed by the House Coordinators
- Promote and participate in maintaining a safe and comfortable environment for the adult
- Set up activities and various items of apparatus for the adult
- Supervise the adult during the day either at home or day setting
- Ensure correct administration of medication
- Assist the adult with intimate care needs if required

## **Staff**

The Senior Support Worker will:

- Work with the House Coordinator to ensure objectives and methods of work with each resident for the coming week are understood.
- Facilitate and assess staff working to NISCC induction standards and ensure individual requirements are being met.
- Work with the House Coordinator for undertaking, mentoring, and supervision of support workers, co-workers working within the community.
- Work with the House Coordinator to uphold the dignity of the residents so that all are enabled to play an active part in the making of day to day decisions.
- “Act up” in the absence of the House Coordinator
- Provide support/ mentor new staff

## **Administration**

The Senior Support Worker will:

- Participate in team meetings and attend supervision and annual appraisal reviews with their line manager
- Report and record all accidents and significant events
- Report important relevant information regarding the running of the household or day setting
- Assist the Coordinator in collecting and collating attendance information for support workers and in the absence of the Coordinator will accept the responsibility of monthly reporting to HR dept for payroll.

## **General**

The Senior Support Worker will:

- Deal with minor First aid as required
- Carry out various cleaning duties as required to ensure agreed standards are maintained
- Be required to carry out any other reasonable duties as requested by their line manager
- Establish and maintain effective working relationships with individuals and other professionals
- Reflect on practice and learn from it, attend relevant mandatory and other in-service training programs as required.
- Report any changes in, or concerns about, individual residents to the GPLD.
- Have an awareness of all Camphill Community Glenraig’s Policies and Procedures and will deliver services in compliance with RQIA’s minimum care standards.
- Be willing to do various types of shift work.

**Person Specification:**

**ESSENTIAL CRITERIA** – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

**The following are essential criteria which will be measured at short listing stage:**

Criteria	Essential	Desirable	Evidenced By:
<b>Education/Training/Qualifications</b>	NVQ level III <b>OR</b> equivalent in a Health & Social Care related discipline  Basic numeracy and literacy (English language) skills  Registered or agreeable to applying for registration with the N. Ireland Social Care Council	Qualification in Health & Social Care, Social Sciences	Application form
<b>Experience</b>	At least 1 year of experience in a caring and/or educational support field	At least 6 months experience with Camphill Community Glencraig  Experience in education or health and social care setting  Experience in working with individuals with a disability  Experience of dealing with challenging behaviour	Application from  Interview
<b>Specialist Knowledge &amp; Skills</b>	Effective communication skills  Ability to work as part of a team  Team worker  Caring & reliable  Maintaining confidentiality Ability to work under pressure  Provision of personal care	Knowledge of principles of curative education or social therapy based on Anthroposophical ideals  Awareness of the ethos of Camphill movement and principles of Rudolf Steiner	Application from  Interview
<b>Circumstances</b>	Be flexible to work on a rota basis that includes unsociable hours, weekends		Interview
<b>Other Requirements</b>	Valid work permit  Access NI check  Able to fulfil the Occupational Health requirements for the post  Job References		Work permit  Valid documentation  Occupational Health questionnaire  2 satisfactory references

**The following are essential criteria which will be measured at interview stage:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Experience</b>	Experience of working with individuals with learning disability	Experience of dealing with challenging behaviours	Interview
<b>Specialist Knowledge &amp; Skills</b>	Effective verbal and written communication skills  Ability to carry out physically and emotionally demanding work  Willingness to undertake mandatory training  Willingness to partake in personal development  Appreciate the importance of respecting others and delivering excellent services  Caring & reliable  Experience of multi-agency or multi-disciplinary working  Demonstrate a flexible approach to meeting the objectives of the job	Knowledge of learning difficulties and associated mental health issues	Interview
<b>Other Requirements post job offer</b>	Valid work permit  Access NI check  Able to fulfil the Occupational Health requirements for the post  Job References		Work permit  Valid documentation  Occupational Health questionnaire  2 satisfactory references

**Benefits**

- Starting on 28 days annual leave pro rata plus Camphill Community Glenraig recognises 12 statutory days
- Organisation Pension
- Occupational sick Pay Scheme (Qualification period applies)
- Commitment to development of the staff team through training and learning opportunities
- Staff recognition & reward incentives aligned to high standards of performance

**COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:**

[hr@glenraig.org.uk](mailto:hr@glenraig.org.uk)

**This Job Description is a general outline of the post as it is currently perceived by Camphill Community Glenraig. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as Camphill Community Glenraig aims to meet its vision and best respond to the needs of disabled people accessing our services.**

Camphill Community



Glencraig

**Our Mission:**

Camphill Community Glencraig is a person-centered, therapeutic community where children and adults with learning disabilities can live a meaningful life and develop to their full potential through a holistic creative approach. We offer choice and purpose within a sustainable nurturing environment whilst working in close partnership with families and key stake holders in Northern Ireland.

**Our Vision:**

We have a vision of the world where children and adults, irrespective of ability, can live, learn and work together in a caring community, where positive life experiences within a natural and culturally rich environment, enable each individual to reach their destiny.

**Our Values:**

**P**ositivity

**O**ppportunity

**T**ransparency

**E**quality

**N**ature

**T**herapeutic

**I**nclusivity

**A**ccountability

**L**ife-Long Learning

**Positivity**

Our main priority is to support the well-being of those in our care at every opportunity. With a POSITIVE approach to life and work, we enable everyone to lead happy and fulfilled lives. We are prepared to take appropriate positive risks to support each individual to reach their potential.

**Opportunity**

We create diverse OPPORTUNITIES for all who live, learn and work within Glencraig, to develop creative and meaningful life skills, healthy social relationships and to experience a holistic approach to community life.

**Transparency**

We embed TRANSPARENCY within our professional model of practice and funding. We actively encourage good transparent governance and standards in our community, seeking continuous improvement.

**Equality**

In realising the EQUALITY and uniqueness of each individual, we go beyond appreciating and understanding the abilities of those in our care. By recognising their unique individuality and contribution, we focus on developing positive relationships through an inclusive team, where everyone is valued and empowered.

**Nature**

We are inspired and committed to creating a conscious life style. We are actively involved in reducing our environmental impact through caring for our land in an organic way that is respectful and sustainable whilst using

our natural resources responsibly. This allows everyone to grow by engaging with NATURE, in a way that supports development and well-being, in a nurturing environment.

### **Therapeutic**

We are committed to creating a THERAPEUTIC environment where children, young people and adults are supported and cared for through a holistic person-centred approach that integrates home life, education and work. This is realised through connecting to natural rhythms which advance health and well-being. This approach meets the needs of each individual, creating a sense of belonging in the world and the confidence and independence to be participants in it.

### **Inclusivity**

We create an INCLUSIVE, diverse community in which each member is accepted, appreciated and included. We are also committed to engaging with the wider community to promote cultural and creative opportunities, as well as innovative projects.

### **Accountability**

Accountability is important to us and we hold ourselves individually and collectively ACCOUNTABLE for everything we speak and do. We are especially accountable for the quality of life offered to the children, young people and adults we carry responsibility for. Their best interests and wellbeing are always our first priority.

### **Life-Long Learning**

We are dedicated to creating and maintaining a life sharing community, in which people from different backgrounds and abilities can live, learn, work and celebrate together in a homely, welcoming and peaceful environment. By being open to learning from each other, we promote diverse opportunities of LIFE-LONG LEARNING for each person who is part of Camphill Community Glenraig.

## **About Camphill**

The innovative communities that make up the Camphill Movement have, for almost 80 years, been creating new ways of supporting people with learning disabilities and other special needs so that their full potential can find expression.

The first community was founded at Camphill House, just outside Aberdeen, Scotland, in 1940, to educate children with learning disabilities. At that time, children with learning disabilities didn't usually receive an education, either staying at home or being placed in a hospital.

Camphill's founders, led by Dr Karl König and inspired by the Austrian thinker Rudolf Steiner's philosophy of anthroposophy, wanted to make a real difference in the lives of these people who were marginalised and excluded from society. They believed that children and adults with learning disabilities had much to contribute if only their inner self could find expression.

Dr König felt that, through communities, new ways of healing might be introduced into society to counter some of the more harmful aspects of modern life. The vision still lives and each new generation in Camphill strives towards achieving it.

Camphill Communities are communities with children and adults with learning disabilities living together with co-workers and their families in such a way as to foster mutual help and understanding.

Helper and helped live and work side-by-side, each learning from the other.

Effective community-building does not come about without a struggle and makes tremendous demands on those involved, both humanly and physically. The Camphill way of life provides an enormous stimulus for those who take it up, whatever their age or ability. By providing challenges for self-advancement and by respecting the developing individuality of each person, life in Camphill allows everyone the freedom to grow to his or her fullest potential.

## **Camphill in Northern Ireland**

There are four Camphill Communities in Northern Ireland. Glenraig Community near Holywood in Co Down, Mourne Grange near Kilkeel in Co Down, Clanabogan near Omagh in Co Tyrone and Camphill Holywood with their bakery, coffee shop and Shop in the centre of Holywood in Co Down.

Each Community has a management Council and funding is provided by Health and Social Care Trusts and charitable donations.

**Camphill Community Glenraig**

Camphill Community Glenraig is an integrated therapeutic community where we aim to maximise the potential of each Child, Young Person and Adult in our care and will endeavour to support families, staff, co-workers, volunteers and partners of Glenraig.

We are a home to around 50 adults and children with special education, physical and learning needs, long and short term life sharing volunteer co-workers and their families alongside employed staff members. It is also the site for Glenraig Special School, supporting both day and boarding pupils and various workshops are available for our residents and day attenders.



## CAMP HILL COMMUNITY GLENCRAIG

**POSITION APPLYING FOR: Senior Support Worker – Ref: 21/01/SSW/WEB**

**PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE**

**Only Applications Containing All The Information Which Has Been Sought Will Be Considered**

**PLEASE RETURN COMPLETED FORMS BY: 4pm, Wednesday 20<sup>th</sup> January 2020**

**By email to: [hr@glenCraig.org.uk](mailto:hr@glenCraig.org.uk)**

Monitoring Form must accompany CVs & application forms to be considered for shortlisting.

Surname:		Title: Mr/Mrs/Miss/Ms Other (please specify)				
Forename(s):		Maiden Name (if appropriate):			Other Former Name(s):	
Home Address:		Address for Correspondence (if different):				
Postcode:		Postcode:				
Home Telephone No. (incl STD Code)		Daytime Telephone No. (incl STD Code)				
Mobile Tel No:		National Insurance No.				
Email Address:						
Do you hold a current full UK driving licence? Yes/No			Do you have access to a form of transport? Yes/No			
Nationality: EC/Non-EC			If Non-EC, please specify			
Do you have the right to work in the UK? Yes / NO						
<i>Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.</i>						
<b>Are you currently NISCC Registered?</b>						





## EXAMINATIONS PENDING

Qualification(s)	Date to be taken

## TRAINING

Details of Training Courses attended and awards achieved, including dates if appropriate.

Details of Course	Organisation who provided Training	Date Course Completed

## **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Date Joined	Institute / Organisation	Grade of Membership (Where appropriate)	Membership Number



**PREVIOUS POSTS (Beginning with most recent)**

**NB:** To assist consideration in your application you are advised to give precise dates for each period of employment, where possible. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ —
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
<p>Reason for Leaving</p> <p>.....</p>			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ —
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
<p>Reason for Leaving</p> <p>.....</p>			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ -
Duties (briefly) ..... ..... .....			
Reason for Leaving .....			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ -
Duties (briefly) ..... ..... .....			
Reason for Leaving .....			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ -
Duties (briefly) ..... ..... .....			
Reason for Leaving .....			









## REFEREES

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencairg reserves the right to seek a reference from any previous employment.

<b>Current Employer</b>	
Name:	Name:
Capacity in which known	Capacity in which known
Address:	Address:
Postcode:	Postcode:
Daytime Telephone No. (please indicate dialling code)	Daytime Telephone No. (please indicate dialling code)
Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>	Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>

## SPECIAL REQUIREMENTS

<p>Do you require any special arrangements to be made to assist you if called for interview? Please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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## PERSONAL DECLARATION

<p>I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn.</p> <p>Signature: _____ Date: _____</p> <p><b>Please ensure that you have completed all relevant parts of this application form.</b></p>
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## CAMPBILL COMMUNITY GLENCRAIG

Camphill Community Glencraig is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we not only meet our legal obligations but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

**Please complete and return this form a sealed envelope, along with your application form.**

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**Gender** Male  Female

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### What is your religion or belief?

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am not a member of either the Protestant or the Roman Catholic Community

If you do not complete this questionnaire, we are encouraged to use the “residuary” method which means that we can make a determination on the basis of personal information on file / application form.

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**Are you married or in a civil partnership** YES  NO

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**Age:** 16-24  25-29  30-34  40-44  45-49

50-54  55-59  60-64  65-69  65+

Prefer not to say

**DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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### How would you describe your national identity?

English  Welsh  Scottish  Northern Irish

Irish  British  Other  Prefer not to say

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### Ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

**White**

English  Welsh  Scottish  Northern Irish  Irish   
Irish Traveller  Other White Background

**Mixed / multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian   
Any other mixed background

**Asian / Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background

**Black / African / Caribbean / Black British**

African  Caribbean  Any other Black / African / Caribbean background

**Other ethnic group**

Arab  Any other ethnic group

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**Disability**

Section 1 of the Disability Discrimination Act describes a disabled person as person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition do you consider yourself to be disabled? Yes  No

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

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**What is your sexual orientation?**

Heterosexual / straight	<input type="checkbox"/>	Gay woman / Lesbian	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

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**Do you have any caring responsibilities?**

None	<input type="checkbox"/>		
Primary Carer of a child/children (under 18)	<input type="checkbox"/>	Primary carer of disabled child/children	<input type="checkbox"/>
Primary Carer of disabled adult (over 18)	<input type="checkbox"/>	Primary carer of an older person (65+)	<input type="checkbox"/>
Secondary Carer	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.  
Thank you for completing this form.**

## **Declaration of Convictions Form**

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of this can be made available to you should you wish.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

**Please complete and return this form a sealed envelope, along with your application form.**

**Declaration of Criminal Convictions, Cautions and Bind-Over Orders**

**In Confidence**

<b>Do you have any prosecutions pending?</b> (if yes give please give details)	<b>YES</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Have you ever been convicted at a court or cautioned by the police for any offence?</b>	<b>YES</b>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.			

<b>Declaration of Abuse Investigation(s)</b>
Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse?
<b>YES</b> <input type="checkbox"/> <input type="checkbox"/>
If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.

**Declaration and Consent**

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Any surname previously known by: \_\_\_\_\_

Position applied for: \_\_\_\_\_