

## Job Description & Person Specification –

### Respite Support Worker



Rose Road is a Southampton-based charity that since 1952 has been supporting children and young people with complex disabilities and care needs, and their families, from across Hampshire and surrounding areas. We provide overnight short respite breaks, on-site and community-based day services, flexible outreach support and at-home care, and SEN advice services.

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| <b>Role:</b>           | Support Worker – Oaks & Acorns short breaks respite centre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Responsible to:</b> | Assistant Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Hours:</b>          | <p>Various contracts available:</p> <ul style="list-style-type: none"><li>- <b>Flexible 12-30 hour contract</b> (A typical 30 hour contract will include a combination of day-time sessions, before and after school sessions and weekend sessions over a 4 week period (2 weekends a month). Shorter working contracts are available for fixed times e.g., before and after school or just weekends.</li><li>- <b>Zero hours contract</b> covering shifts between 7am-9pm. Shifts can include a combination of mornings, days, evenings, weekends and the occasional sleep-in over a 4 week period.</li></ul> <p>Rotas are available in advance and additional hours are available during school holidays.</p> <p>More hours above these requirements are available if you want them.</p> <p>Please say which contract you are applying for when you make your application at <a href="http://www.roseroad.org.uk/jobs">www.roseroad.org.uk/jobs</a>.</p> |
| <b>Location:</b>       | Based at Rose Road                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Salary:</b>         | £13.43 – £14.47 per hour. The weekday rate is £13.43 per hour. The enhanced rate is £14.47 per hour and is paid for all weekend hours and waking hours from 9pm to 7am on weekdays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Closing date</b>    | Open ended application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| <b>Job Description</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>Summary</b>         | <p>As a Support Worker, you will have the exciting opportunity to support disabled children and young people to thrive by providing kind, respectful and professional care to those who attend our overnight respite facility, Oaks and Acorns.</p> <p>This will include all aspects of personal care, including bathing (which can require hoist-assisted moving and handling), toileting, feeding (orally or through feeding tubes) and medical care as required.</p> |

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|                                          | <p>Working positively as part of the respite team, you will have the chance to help plan and deliver individually tailored, person-centred activities and opportunities for our young people to learn, play and explore safely both at Rose Road and out in the community, to develop new skills and build a sense of belonging and achievement.</p> <p>You will be able to communicate clearly using their preferred method of communication, ensuring their needs are met at all times. You will also communicate well with colleagues, supporting each other and building trusting working relationships.</p> <p><b>Please note, we are unable to offer any Visa Sponsorship for our roles.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Role specific tasks and responsibilities | <ul style="list-style-type: none"><li>• Reporting/Recording – To complete clear and detailed daily records for young people during their stay; to file away, maintain and store daily records in line with the policy.</li><li>• Safeguarding - ensure all safeguarding policies and procedures are followed and ensure that all service users are protected from harm at all times; be aware of the reporting protocols for a safeguarding concern or incident; be aware of your responsibility to identify and act on any examples of poor safeguarding practice in the setting</li><li>• Carry out routine domestic tasks that contribute to general upkeep such as shopping, cooking, laundry, cleaning and bed making</li><li>• Escort children/adults to school, college or day services as required</li><li>• Attend and actively participate in supervision with your line manager</li><li>• Undertake all mandatory and relevant training as identified and agreed with line manager to ensure personal and professional growth and to adhere to all Rose Road Association policies.</li><li>• Ensure you display dignity and respect to all employees and children/adults at all times</li><li>• Fully commit to the values, mission and vision of Rose Road</li><li>• Undertake other duties that may be required by the association to contribute to the development of the service and maintain a positive environment for the children/young adults</li></ul> |
| DBS check needed?                        | This role is subject to an Enhanced Disclosure by the Disclosure & Barring Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Required qualifications                  | An appropriate level 3 Diploma, or a commitment to undertake the qualification within an agreed time frame.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Benefits                                 | The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervisions, wellbeing check ins and an annual appraisal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|  | <p>All staff also receive the following:</p> <ul style="list-style-type: none"><li>• 25 days annual leave per annum, rising to 28 days after five years' continuous service</li><li>• Contributory pension scheme</li><li>• Paid sickness (following 3 months' service)</li><li>• Comprehensive Training and Development with opportunities to progress</li><li>• Employee Assistance Programme</li></ul> |
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| Person Specification – what we need from you                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                    |
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| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                          |
| Education and Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |
| <ul style="list-style-type: none"><li>• Child care/NVQ Qualification or willingness to work towards within an agreed time limit</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                    |
| Achievements, Experience, Skills & Abilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                    |
| <ul style="list-style-type: none"><li>• Good communication skills</li><li>• This role requires you to have at least 6 months experience either within a previous care/support worker role or other relevant experience</li><li>• You must be over 18 years of age</li><li>• Understanding of the principles of equal opportunities</li><li>• Recording skills/following programmes, care plans and risk assessments</li><li>• Ability to use own initiative and work as part of a team</li><li>• Have the physical capacity to partake in moving and handling of service users</li></ul> | <ul style="list-style-type: none"><li>• Experience of working with young disabled people</li></ul> |



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#### Our Values & Expected Behaviours



Our focus is always on the children and young people we support, as well as their families, our employees and volunteers. Our Values are essential in providing a moral compass that guides actions and decisions, creating a shared culture, establishing trust, driving strategic direction, and infusing the organisation with meaning and purpose.

**We are Trustworthy** - We build trust with the children, young people, and families we support – as well as our partners - by being dependable, reliable, and accountable in all that we do.

**We are Kind** - We understand and value the unique needs of the people that we support. Providing care and support with compassion and empathy.

**We are Open & Honest** - We foster an honest and open-minded culture and are transparent in both our decision making and communication.

**We are Forward Thinking** - We are committed to providing the highest quality of care, constantly seeking new, collaborative, and creative ways to deliver our services– encouraging everyone to be ambitious and to achieve their goals.

**We are Professional** - Flexible and agile in our approach, we uphold the highest professional standards to meet the needs of our children, young people, and their families.

#### Working within our organisation's Values Framework – Expected Behaviour Level

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice. The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Job Descriptions include the different levels of each behaviour required which should be demonstrated throughout recruitment processes and ongoing employment.

Full details can be found at [www.roseroad.org.uk/valuesframework](http://www.roseroad.org.uk/valuesframework) (opens a PDF)

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|-------------------------|-------------------|
| We are Trustworthy      | Behaviour Level 1 |
| We are Kind             | Behaviour Level 1 |
| We are Open and Honest  | Behaviour Level 1 |
| We are Forward Thinking | Behaviour Level 1 |
| We are Professional     | Behaviour Level 1 |