

Job Description: Support Worker

Project: Jasmine Lodge

Work Location: Bognor Regis

Directly responsible to: The Manager, Jasmine Lodge

Overall responsible to: Deputy CEO

**General Purpose:**

To work as a team with staff and residents to ensure that the emotional, medical and material needs of the residents are recognised, assessed and met. To enable each resident to fully develop their own independent living skills

**Key Terms and Conditions:**

* Hours including Evenings, Weekends, Sleep-In and Bank Holidays
* Pension: The Aldingbourne Trust offers a contributory pension scheme to qualifying staff.
* Annual leave: 25 days in each year, pro rata for part time staff. 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years.
* Sick leave: After the first month’s service, 2 weeks at full pay in a rolling 12-month period (pro rata if Part Time)
* Emergency family care/ career’s leave: Up to 6 days per annum (pro rata if Part Time)

**Employee Benefits:**

* Life Assurance: 2 x your annual salary
* Employee Assistance Programme
* Bicycle voucher scheme
* Eye care vouchers
* Discounted gym membership
* 10% staff discount at Seasons Nursery (based at Aldingbourne Country Centre)
* 10% in ACC shop, ACC café, Horticulture, MAKE, and MAKE Café.
* Peer Support Groups – Menopause Support, Mental Health First Aid, and Neurodiversity
* Staff and volunteer awards
* Qualify for the national Blue Light Card discount scheme
* £200 refer a friend scheme (payable when the new person starts)

**Duties and Responsibilities:**

* To be familiar with and to implement the principles of social role valorisation.
* To assist the residents in the running of the house, e.g. cooking, shopping, housework etc.
* To organise and, if necessary, accompany residents on outings, e.g. recreational activities such as swimming, riding etc.
* To organise and, if necessary, accompany residents to appointments, e.g. doctor, dentist, etc.
* To organise and accompany residents on holiday.
* To be involved in formulating and implementing an approved scheme of training with Individual Programme Plans and assessments.
* To offer advice, guidance and support to individual residents and their families in consultation with the Deputy Manager.
* To be responsible for implementing health and safety procedures, e.g. fire safety, first aid etc.
* To promote relationships which enable each resident to integrate into the life of the local community and give assistance where needed.
* To encourage residents to be involved in making decisions about the running of the Project.
* To work as part of the rota and be prepared to carry out sleep-ins as required.
* To effectively participate in staff meetings, training courses and seminars.
* To perform any other reasonable duties that are commensurate with the post and may be specified from time to time by the Organisation.
* Due to the sensitive nature of the duties, the postholder will be expected to undertake an Enhanced Disclosures Application, which will be sought in the event of a successful application.