

SUPPORT WORKER

Applicant Information Pack



A man and a woman with Down syndrome are peeking over a wooden fence. The woman on the left is smiling and blowing a kiss with her hand. The man on the right is making a playful face and blowing a kiss with his hand. The background is a blurred outdoor setting.

*“Supporting people
with disabilities”*

Welcome to Kingfield

Thank you for your interest in becoming a Support Worker at Kingfield Supported Living.

It's an incredibly exciting time to join our company as we continue to make progress towards achieving our vision of making sure everyone achieves their maximum potential in life.



This pack is designed to provide you with the information you will need to make an informed decision about working for Kingfield Supported Living as a Support Worker and clarity on the expectations of the role.

We are happy to answer any questions you may have.

Kind Regards,

The Management Team

Why Join Our Team?

Attractive Rates of Pay & Holidays

Our pay rates are set regardless of age, above the minimum wage and are reviewed annually. Please enquire on our contact page for full and current rates and details of pay for the position to which you wish to apply for. All Staff receive 5.6 weeks holiday pro-rata.

Pension

We offer a workplace pension which is a way of helping you save for your retirement.

It works by our company making contributory payments each month into your pension. You will also be required to contribute a percentage of your pay each month to the pension scheme automatically.

Training & Development

Our staff receive induction training and shadowing which enables them to carry out their role in a person-centred way and to the highest standard. We have training which is run annually that is designed to upskill and refresh our support teams knowledge and competence.

If you don't have any qualifications in care we will support you to achieve your Care Certificate which is nationally recognised as the minimum qualification standard.

Our staff are our most important asset and we are passionate about helping people not just to have a job but to have a career within our organisation. We actively support people with the potential to be promoted if that is their wish. 80% of our staff team, for example, have been promoted internally.

Private Health Insurance

After 2 years service you will qualify to become a member of our Foresight Health Cash Plan scheme operated by Westfield Health. The scheme covers 12 different healthcare benefits and services, giving you 100% of your money back, up to set limits, towards essential health costs such as optical and dental treatments. You also get access to a range of health and wellbeing services, including a 24hr advice and Information Line, 24hr Doctor Line, scanning services and a Health Club concession giving you discounted membership at local gyms.

Plus, your dependent children are covered at no additional cost. For full details of this benefit please visit <https://www.westfieldhealth.com/>

Who we are & what we do...

We are dedicated to empowering people we support, enabling them to develop skills for life and healthy relationships within communities. In doing so our support further helps them to boost their confidence and self-esteem.

Our organisation, established in 2014, is built on our management teams legacy of extensive knowledge of the operation of residential, nursing and specialist support for both adults and elderly service users over the course of the last 30 plus years. Our management teams operational experience, brings unrivalled knowledge, direction and drive to achieving our mission.

Kingfield Supported Living was set up in 2014 by a family who wanted to make a difference to the lives of people with disabilities and elderly people requiring support.

Our shared ethos has always been to have the people we support and their families at the heart of our organisation and at the centre of everything we do. Together we are focused on applying our wealth of operational experience to continue delivering our goal and mission of offering the best possible support to people.

We have strong expertise in supporting people with particularly complex needs, including autism spectrum conditions, behaviours which may challenge, mental health conditions, profound and multiple learning disabilities and associated complex health needs.



Our supported living services across South Yorkshire aim to help those living with any form of disability to enjoy a more independent and fulfilling life, in bespoke accommodation specially adapted to their individual needs.

Our organisation is an approved and contracted framework provider of supported living services by local authorities in the locations to in which we operate services. Within the next 6 months our support team will have surpassed 100 staff.

We work with those using our supported living to help them with a range of activities and everyday tasks, such as personal care, money management and social and leisure activities, to build confidence and social skills. As part of this service our staff team take pride in working with the people we are supporting devising personal support plans tailored to each person's individual needs.



Application Process

Please find below details of the application process and further information to assist you in its completion. In order to apply, you should submit the following to our HR Department : HR@kingfieldcaregroup.co.uk

- **A copy of the completed application form** (*downloadable from our website or paper copies are available upon request*)

The timeline for recruitment (if successful):

- Review of your application;
- Contact and invited for an interview; TBC
- Formal Job Offer; within 72 hours of interview (if successful)
- Satisfactory completion of Right to Work, DBS and two references
 - Invite for induction and shadowing shift

Due to restrictions faced by the sector, and in line with COVID-19 safeguards, candidates will need to be flexible regarding their start date. All applicants will be notified whether they are invited to interview or unfortunately unsuccessful on occasion. If you are applying by email, please put 'Support Worker Application' in the subject line of your email and send to HR@kingfieldcaregroup.co.uk. If applying by post, please mark your application form for the attention of HR and send to The Link Building, 24A St Andrews Road, Sheffield S11 9AL.

Should you wish to have an informal conversation about the role, please contact; HR on 0114 2377166 or email HR@kingfieldcaregroup.co.uk

Kingfield Supported Living is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be based on merit. We look forward to receiving your application.

Support Worker Job Description...

JOB TITLE:

Support Worker - Learning Disability

REPORTING TO:

Senior Support Worker and Team Leader

JOB PURPOSE:

To work within a team to provide care and support services for adults with learning and/or physical disabilities, and/or behaviours that may challenge; which aims to maximise the potential of individuals in line with ordinary life principles.

The following Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. KSL reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Support Worker Job Description...

SKILLS / ABILITIES REQUIRED:

- Proven ability to work on own initiative and as part of a team
- Knowledge and understanding of issues relating to people with learning disabilities
- A commitment to a service which provides support to vulnerable individuals, and which is respectful and according to the individuals' wishes
- Good communication skills (written and verbal). Ability to communicate effectively with residents, colleagues and other persons with a legitimate interest in the project
- Commitment to training and development

EXPERIENCE REQUIRED:

- Experience of working in a multi-disciplinary setting

EDUCATION, SPECIALIST KNOWLEDGE & QUALIFICATIONS REQUIRED:

- Good general education
- Working knowledge of health and safety issues
- Complete the Care Certificate, if required, within a given timescale
- NVQ Level 2 in social care (or must be willing to work towards and achieve minimum of Level 2 within a given timescale)

OTHER REQUIRED:

- Satisfactory Police Check and check against the ISA List (where applicable)
- Self-motivation and flexibility
- Commitment to the aims & objectives of the service
- Knowledge and commitment regarding Equal Opportunities
- A commitment to undertake training and development as required
- Honesty, reliability and trustworthiness Desired: * Car driver, where applicable

DESIRED:

- Flexible and innovative approach to working
- Knowledge of care planning systems
- Empathy with the concept of Social Role Valorisation/Principles of Ordinary Living
- Decision-making and problem-solving skills

DESIRED:

- Experience of working in a care/support setting, ideally within learning disability services

DESIRED:

- Knowledge of regulatory framework of service provision including Care Standards Act
- Knowledge of therapeutic and non-aversive care models
- Mandatory training qualifications e.g. fire safety, first aid, food hygiene, manual handling, Health & Safety awareness

DESIRED:

- Car driver, where applicable

Support Worker Job Description...

MAIN RESPONSIBILITIES

Care:

1. Work within the philosophies of KSL to minimise the effects of residents' learning disabilities, demonstrating an understanding and commitment to the rights of people with learning disabilities.
2. Facilitate and support residents in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting resident empowerment.
3. Ensure residents' individual needs are met through effective care planning and review. Review and monitor care plans.
4. Act as a Keyworker to an individual resident, taking on responsibility for specified areas of care and support. Ensure all medical needs are met and support the Resident to advocate his/her own needs and wishes.
5. Support residents' participation in social, leisure, educational and employment opportunities within the local community in line with ordinary life principles.
6. Support residents to access holidays and day trips of their choice.
7. Consistently apply non-aversive strategies developed in response to challenging behaviours, and contribute to the review and development of any such strategies.
8. Interact and participate with the residents in the development of self-help skills, supporting residents to reach their potential for independence.
9. Encourage and enable to maintain acceptable levels of personal and environmental hygiene.
10. Once trained, administer medication in accordance with Company policies and procedures, and ensure that medical emergencies are dealt with appropriately. Adhere to the medication policy at all times.
11. Ensure that residents' personal property and clothing is maintained to a high standard, reporting any requirements to senior Staff Members.
12. Record information about residents and ensure effective communication with all Staff Members.
13. Liaise with other agencies / professionals as necessary, in consultation with senior Staff Members.
14. Provide care and support as identified in care reviews and care plans, as directed by senior Staff Members.
15. Practice maximum integrity in all dealings with residents' personal and financial affairs, and avoid abuse of the privileged relationship that exists with residents.

Training and Development:

16. Maintain professional knowledge and competence.
17. Attend mandatory training days/courses, on or off site, as and when required.
18. Participate in Care Certificate & NVQ training to achieve required qualifications.

Health & Safety:

19. Report immediately to the Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
20. Understand, and ensure the implementation of Health and Safety policy, and Emergency and Fire procedures.
21. Report to the Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
22. Promote safe working practice.

General:

23. Assist in maintaining financial records in line with Company policies and procedures.
24. Carry out administrative tasks as required.
25. Share in the completion of domestic tasks to assist in the overall running of the accommodation. Share responsibility for shopping and preparing meals, and ensuring environmental hygiene is met through the completion of required cleaning tasks. These should not be done in isolation but should involve residents.
26. Work in a team, contributing to effective team working and participating in reviews of service delivery standards.
27. Make Visitors feel welcome. Provide refreshments/assistance as and when required.
28. Promote and ensure the good reputation of the company.
29. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
30. Notify the Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
31. Ensure the security of the accommodation is maintained at all times. 32. Adhere to all Company policies and procedures within the defined timescales. 33. Ensure all equipment is clean and well maintained. 34. Carry out any other tasks that may be reasonably assigned to you.

Equality and Diversity

Kingfield Supported Living is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no person will be discriminated on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Safer Recruitment

Kingfield Supported Living is committed to safeguarding and promoting the welfare of vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.





Contact us

To register your interest call **0114 258 7557** or visit
www.kingfieldsupportedliving.co.uk

The Link Building, 24a St Andrews Road, Sheffield, South Yorkshire, S11 9AL

No responsibility can be accepted for any mis-statement in this literature, which is not a contract nor forms any part of any contract. Kingfield Supported Living Limited also reserves the right to alter text, descriptions and specification without notice. Details correct at time of print.