Job Description and Particulars of Appointment

- Job Title: Casual Community Support Worker
- Post Number: P11889 Market Drayton, Wayfarers Day Opportunities
  Raven House, 129 Cheshire Street, Market Drayton, Shropshire, TF9 3AH
- Grade and SCP: Grade 5 SCP 7
- Directorate: People Directorate

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the ***Day Opportunities*** within ***Adult Social Care***, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Overview of your role

Day Opportunities play an important role in the provision of social care. In your role you will support the Locality Leads and their teams to ensure that those who choose to be part of our services along with their families and carers are able to live their best lives. You will ensure that we support people with the aspiration of finding and using their individual gifts and skills to achieve their goals and maintain independence and inclusion at every opportunity.

Who will your manager be and what will you be responsible for?

You will be:

- Reporting to the responsible **Locality Lead** who is in turn responsible for your health and safety, training and development.
- Work in partnership with the Day Opportunities Commissioning & Transformation/Operational & Transformation Team Managers to embed and implement our programme of transformation and new ways of working.
- To promote a culture within Day Opportunities services that reflects its vision – particularly in how we put the people who choose our services at the heart of everything we do, working with purpose and ambition.
- Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use care and support services.
- Working as one team in contributing to the **development** of services and to a range of projects as defined by the Day Opportunities Locality Leads - building relations with both internal and external partners to ensure services are firmly embedded as a key asset within local communities.
- Communicate in an open, and effective way to promote the health, safety and wellbeing of people who use our services.
- Strive to improve the quality of care and support through continuing professional development.
- Ensure that you work ethics demonstrates that our services are ambitious, aspirational, high-quality and designed to be attractive to everyone who uses, or may choose to use, them, e.g. young adults leaving school and looking for their next opportunity to develop.
- Work together with your colleagues and Locality Leads to ensure the effective implementation of programmes of transformation, ensuring that services are of the highest quality, are designed in a person-centred and strengths-based way and ensure value for money.

- The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What will you be doing?

Your main duties will be to:

1. Work within the philosophy of the Adults with Learning Disability Service to create a supportive atmosphere within their day services, where people attending our services have the opportunity to achieve maximum independence across the services and various locations.

2. Respect the dignity of each person attending our services by working in a manner which promotes his/her individuality by ensuring that the client has adequate information about choices and facilities available.

3. Actively support and encourage people to use their advocacy and self-help skills at every opportunity supporting the individual where necessary by developing the client's awareness of legal and civil rights.

4. Respect confidentiality at all times.

5. Comply with safe systems of work in accordance with the Directorates Health, Safety and welfare policies and procedures and local ones.

6. Contribute to the maintenance of records, files and reports as appropriate in line with our policies and procedures.

7. Support and contribute to the implementation of programmes for individuals or groups.

8. Provide support of a practical and personal nature to the client, where appropriate.

9. Liaise with parents / carers and other professionals / agencies e.g. Community Nurses, Social Workers and Physiotherapists on behalf of the people attending our services.

10. Gain a knowledge of service provision and resources within and external to the county. To be available for supervision with the Locality Leads in accordance with departmental procedure and to use supervision constructively.

11. Gain an awareness of Adults Services Policies and Procedures relating to the whole range of duties.

13. Develop an awareness of issues related to equal opportunities and anti-discriminatory practice in carrying out your duties.

14. Take an active part in identifying training, development and continuing personal and vocational development opportunities.

15. The post-holder may be required to undertake other duties not specifically mentioned in this job description (ie driving duties after received specialised training)

16. Monitor standards of support where required provide relevant advice or feedback to the staff team members, reporting any difficulties to Locality Lead

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

To:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

You will be based at ***Shrewsbury services or Market Drayton as applicable to the post***.

Your post is subject to the following:

- The post is Casual 0 hours.
- Casual work will be on an 'as and when' required basis and the working pattern will be determined by the needs of the service and your availability

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is as follows: In accordance with the working time directive, you will accrue an entitlement to annual leave, in direct proportion to the hours you work, with effect from appointment.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.