POST:	Residential Support Worker
HOURS:	Full time (up to 37.5 hours) over 7 days on a rota basis
REPORTING TO:	Care & Support Leader
SALARY SCALE:	B1 - B3
RESPONSIBLE FOR:	In conjunction with the Care & Support Leader for International Volunteers attached to any supported living situations.

JOB PURPOSE

To support and provide high-quality, person-centred care, to residents or students across a range of supported living situations**.**

Supporting the Camphill Ethos is a key element of the role to ensure that Camphill Blair Drummond maintains its role as a leader in care provision and that the people who live and work in our community can develop in a therapeutic social environment.

MAIN DUTIES

Major Tasks

- To provide, and support International Volunteers in the provision of, high-quality person-centred care and support for all residents or students in a house or houses.
- In conjunction with the Care & Support Leader, to ensure the safety and welfare of all living and working in a household.
- To assist the Care & Support Leader with the co-ordination of daily living arrangements, including cultural and spiritual life.
- To ensure that all aspects of care and support provided in a household comply with National Care Standards, and those standards, policies and procedures agreed by Camphill Blair Drummond, and reflect best professional practice.
- To assist the Care & Support Leader with management of the finances of the household and in line with their needs, to assist residents or students in the handling of their money.
- In conjunction with the Care & Support Leader to provide support and advice to International Volunteers as appropriate.

Safety, Welfare, and Quality of Life

- Actively encourage and supporting inclusion into wider community networks and facilities, to the benefit of the resident or student.
- To provide personal care in a sensitive manner, always upholding the dignity of the individual.
- Liaise with parents and carers, and other professionals as required, in agreement with the Care & Support Leader.

- To contribute to the production and review of personal plans / support plans for individual residents or students and ensure all records are kept up to date and current under the guidance of the Care & Support Leader and to attend residents' reviews when Care & Support Leader unavailable.
- Ensure that matters of health and safety are accorded the highest priority and that all requirements in terms of law and Council policy are met.
- To act in accordance with the Scottish Social Services Council, Codes of Practice for Social Service Workers and Employers.

Support and Co-ordination of Daily Living Arrangements

- Encourage and support the residents and students to participate in the recreational, cultural and spiritual activities are available within the household and such activities outside the household, both in CBD and in the locality.
- Contribute to the effective running of the household by carrying out the agreed daily activities such as cooking, cleaning, tidying etc.
- Leading by example and good role modelling
- According to the health and safety of residents, students, and International Volunteers, the highest priority at all times and ensuring that the procedures agreed for ensuring compliance with health and safety legislation and medical requirements, including the administration of medication are known and adhered to. To attend and complete in-house medication training.
- To maintain the confidentiality of information relating to residents, students, International Volunteers and staff, and to always comply with all rights of our residents and students.
- Monitor sensitively the actions of any person who may pose a risk to another and in consultation with the Care & Support Leader or member of the management group, taking appropriate action in line with Community policies and procedures when the need arises.
- Operating efficiently and effectively the policies and procedures which have been agreed by Camphill Blair Drummond, in keeping with the Camphill ethos and best practice.

Financial Responsibilities

- Purchase household items as agreed with the Care & Support Leader keeping the necessary records of expenditure.
- In agreement with the Care & Support Leader order supplies of food, toiletries, cleaning materials and other daily necessities as required.
- Ensure the administration process is followed with regards to residents' personal finances.

Support and Supervision

- Meeting with the Care & Support Leader regularly on an individual basis to review progress with tasks, and training and other professional needs, as indicated in policy and procedures for support and supervision.
- To seek guidance and advice as appropriate from the Care & Support Leader on matters pertaining to daily living arrangements and the care and support of residents.
- To demonstrate duties to new starters & to provide general supervision to less experienced staff

Training and Meetings

To participate in training and courses as required, and community meetings as notified.

General Responsibilities
To be able to provide flexibly other duties and tasks appropriate to meeting the needs of residents living in or students receiving day support in Camphill Blair Drummond.

Cultural Life
To assist in supporting the cultural life of Camphill Blair Drummond.

QUALIFICATIONS

Desirable:
- A social care or equivalent qualification (eg SVQ in Social Care level 3 or above) or be willing to work towards SVQ Level 3

EXPERIENCE AND SKILLS

Essential:
- Knowledge of the factors involved in providing services for adults with disabilities
- An understanding of the essentials of support planning and review
- An understanding of the essential elements of providing a safe and caring environment
- An understanding of person-centred approaches to providing care and support
- An awareness of the legislative and organisational context i.e. Social Work, Care Inspectorate and Health Services etc.
- Awareness of supporting people with disabilities in a home care, day care, residential, health or education setting.

Desirable:
- Good Knowledge of Adult Support & Protection Act
- Experience of the voluntary sector.

PERSONAL ATTRIBUTES

Essential:
- Ability to motivate and support others as part of a team
- Good organisational skills
- Ability to communicate effectively, both orally and in writing
- Ability to foster the creation of a warm and caring atmosphere within a household
- Able to make decisions where appropriate, and seek advice
- Ability to work without supervision
- Ability to step in for Care & Support Leader if required
- Compassionate and supportive of the aims of a Community with particular spiritual beliefs, seeking to serve residents & students with learning disabilities
- Able and willing to take the initiative when necessary
- Friendly and outgoing
- Sensitive, and supportive
- Flexible in approach
- Articulate
- Able to absorb new concepts quickly and to adapt to changing circumstances

- Able to work as part of a team

Desirable:
- Driving license and willingness to drive CBD vehicles if required

This job description is open to the review by Camphill Blair Drummond at any time.