



The Next Step Trust

JOB DESCRIPTION

Job Title:	Bank Respite Care Support Worker
a) Grade:	For day time working £9.91 per hour plus holiday pay For a sleeping night (10pm-7am) £60 per shift. For a waking night (10pm-7am) £9.91 per hour.
Responsible to:	Lead Support/ Registered Manager NST Board of Trustees
Immediate Supervisor:	Registered Manager
Hours of Duty:	Flexible Monday-Sunday including evenings
Experience Required:	Experience of working in health and social care with disabled/vulnerable people/ people with complex needs is desirable.
Special Conditions of Service:	This post is dependent on continued funding. Casual car user allowance is payable.
Control of Resources:	To be responsible, alongside other NST staff for the proper use and security of equipment and materials
Health, Safety & Welfare:	To work in accordance with NST & Local Authority Health, Safety and Welfare Standards
Organisational Structure:	Please refer to attached sheet

Head Office: The Next Step Trust, Hoover Building, Westfield Street, Halifax, HX1 2DN
Phone: 01422 330938
Email: admin@nextsteptrust.co.uk

Purpose & Objectives of the Job:

- To participate and provide a full and comprehensive Respite care service for adults with learning and physical disabilities and complex needs and assist with a full personal care provision.

PRINCIPAL DUTIES

1. Provide personal care which includes washing and dressing; bath/showering and shaving.
2. Assisting individual to get in and out of bed (with the use of equipment if required).
3. Assist with food/ meal preparation for individuals; using the kitchen equipment safely.
4. Help with toileting including specific requirements i.e. emptying Catheters.
5. Assistance with incontinence care.
6. Assisting individuals with medication as required and documentation of medication administration.
7. Ensure that the house is well maintained in terms of hygiene and cleanliness by keeping it tidy – this includes all bedrooms, bathrooms, staff room, kitchen and living/ dining area.
8. Organise laundry as necessary; washing bed linen, towels and other items and ensuring bedding is kept clean.
9. To work alongside parents/carers and families to ensure individuals support is consistent and consequential.
10. To keep on your person Identification documentation.
11. To ensure the sessions are safe and risk assessments are monitored and reviewed on a regular basis alongside other policies and procedures.
12. To take responsibility to record and report any concerns, incidents/accidents and safeguarding concerns.
13. To ensure the sessions are sensitive to cultural traditions and values.

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14. To assist the management team to develop close working relations with all persons involved, e.g. families, social workers, therapists, so that the needs of the individual are met effectively.
15. To work as a member of a team in the project and the organisation.
16. To be responsible, alongside other NST staff for the proper use of equipment/materials and informing the health and safety lead of any potential risks and faults.
17. Complete timesheets and record activities that have been carried out, users or family members to sign off the timesheets on a daily basis
18. To maintain the users and the organisation's confidentiality at all times.
19. To work alongside the key worker and Head of Centre on the implementation, maintenance and evaluation of each individualised person centred plan
20. To work in accordance with NST's Equality policy.
21. To support the aims and objectives of NST.
22. To ensure prompt and reliable time keeping and contact on-call for any emergencies.
23. Call on-call person to report arrival and departure from home care site.
24. To work towards implementing the principles of Equality and Diversity ensuring the following outcomes:
 - **Choice**
the provision of activities that will increase the choice to individuals
 - **Community Presence**
the provision of activities that will provide a more appropriate setting in which people with learning disabilities and complex needs will have the opportunity to mix with non-disabled people in the community
 - **Respect**
the provision of activities that will give those attending the opportunity to experience time away from their family where they will be treated as adults
 - **Competence**
the service will enable more people to lead a more interesting and rewarding life, where new skills and experience can be gained.

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- **Relationships**

the services will enable people to meet a wider range of non-disabled people and to form valued relationships with both those attending and other people that will be met during the period of the programme.

- **Carers**

that the carers/parents of the people attending the scheme are confident that the person attending will be well cared for, safe and will enjoy themselves.

General Duties:

- To ensure all users and their families are warmly greeted by the respite care support workers, liaise direct with the families & the service users themselves
- To be concerned with public relations and help maintain the organisations image
- To participate in training programmes as appropriate
- To regularly review all activities and promote choice of the service users

Occasional Duties:

1. To undertake such other duties and responsibilities as may be determined from time to time by the management group, in agreement with the post holder.

Line Manager:..... Date:

Postholder:Date:

Reviewed June 2021

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