

## JOB DESCRIPTION

- Job Title:** Respite Support Worker
- Hourly Rate/Salary:** Salary Full-Time £25,995.51 - £29,231.01 per annum  
Hourly Rate £13.30 - £14.95  
Sleep= £60 (10pm-7am)
- Immediate Manager:** Respite Lead
- Responsible to:** CEO  
NST Board of Trustees
- Hours:** 37.5hrs Full-Time
- Experience Required:** Experience of working in health and social care with disabled/vulnerable people/ people with complex needs is desirable.
- Special Conditions:** This post is dependant on continued funding.  
Casual car user allowance is payable.
- Control of Resources:** To be responsible, alongside other NST staff for equipment and materials; ordering supplies and monitoring stock levels and the correct use and security of equipment.
- Health & Safety Welfare:** To work in accordance with NST and Local Authority's Health and Safety and Welfare standards.

The Next Step Trust  
The Hoover Building, Westfield Street, Halifax, HX1 2DN  
Tel. 01422 330938

[admin@nextsteptrust.co.uk](mailto:admin@nextsteptrust.co.uk) [www.nextsteptrust.org.uk](http://www.nextsteptrust.org.uk)

Registered Charity No. 1114197  
Registered Company No. 5711840



## Purpose & Objectives:

- 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

## Principle 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.
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 Respite Lead 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.



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COMMITTED

## Other Responsibilities

1. To be flexible in working to attend meetings
2. Work across centres as required

## **Secondary Duties:**

1. To work flexibly in line with the requirements of the Trust
2. To be concerned with the public relations and as far as possible, help maintain The Next Step Trust image and standards.
3. To participate in training as required by the post
4. To work in accordance with Next Step Trust Safeguarding procedures, respond in a timely manner and escalate any concerns
5. To work in accordance with The Next Step Trust's Equal Opportunities Policy
6. To perform all duties in accordance with Health and Safety procedures and to highlight any Health and Safety concerns
7. To perform all duties taking account of confidentiality and in line with GDPR.
8. To work as a member of the team to contribute where necessary to the needs of the Next Steppers and their parents/carers/guardians
9. To support the Values and Objectives of The Next Step Trust which are listed below

- **Commitment:**

The people who use our services need to know that we are here for the long-term – that we will be walking the next steps with them. Our partners and suppliers need to recognize our commitment too, so that we can all work together to support more fulfilling lives for people with complex needs. We will be consistent, determined and embrace the challenges in our work, and always be focused on being the best we can be for the people we are here to support.

- **Respect :**

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We see people as people, and respect them for their differences. There are boundaries within which we expect people to act, and these are based on putting the people we support at the heart of all we do. The respect we have for our work will never allow those boundaries to be compromised.

- **Friendship:**

The Trust will extend the hand of friendship to the people who use our services but also to their families too. By being here, we will create a place where people can come together, have a sense of belonging, and feel welcome. We will demonstrate loyalty and honesty to our partners and suppliers, and ask for this in return. Friendship will help overcome challenges in a way that conflict cannot, and through this we will be able to do the best we can for the people we support.

- **Adaptability:**

It is important to our Next Steppers and their families that we are able to respond to their developing health and social needs. We are confident in working together in a flexible manner to respond and be resilient towards changes in the world around us.

- **Kindness**

To make everyone feel included and happy we are kind to each other. We will listen, show compassion and be considerate to others. We will make time to learn and respect others thoughts and feelings.

10. To work towards implementing the principles of equality, diversity and inclusion. At The Next Step Trust we promote an inclusive service to our community where no individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### Occasional Duties:

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



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**Job Description Agreed By:**

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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