

JOB DESCRIPTION

for the post of

RESIDENTIAL PASTORAL SUPPORT WORKER

AT CARING FOR LIFE

(Part-time)

Outline Of Job Responsibilities

The general area of responsibility embraced in this post is to help to care for the physical, emotional and spiritual wellbeing of the residents in CFL's supported homes, and to help to maintain the home in a safe, comfortable and pleasant condition. This post will involve taking part in prayer times, providing personal testimony in experiencing Jesus' love with beneficiaries and you may from time to time be asked to assist in supporting presentations in representing the trust predominantly to Christian Church groups.

The principle aim of this post, as with all CFL posts, is to share the love of Jesus on a daily and very practical basis with many people who have generally known nothing of His love, and to assist the residents in living as independently as they are able, within the supported homes and in line with each person's abilities.

As such, **there is a requirement for the holder of this post to be a practising Christian.** This is an Occupational Requirement in accordance with the Equality Act 2010.

Line Management

Senior Residential Supervisor. Overall responsibility for the supported homes lies with the Pastoral Director.

Details of The Post

The post can be divided into a number of areas of responsibility:

a) Care Of The Residents

- Seeking to care for each resident in a consistent, Christ like, compassionate way, addressing the spiritual, emotional, physical and mental health needs of each resident.
- Undertaking regular overnight or weekend stays at the home, on a rota basis.
- Helping to maintain a happy, friendly, relaxed and caring atmosphere in the home, remembering at all times that the home belongs to the men and their welfare is paramount.

- Ensuring that each resident is treated as an individual, with respect, and as an equal, a human being created in the image of God and loved by Him.
- Working together with the home's staff team to implement a key-working system at both residential homes, to ensure that individual needs are met, individual risk assessments are undertaken and updated as necessary, and personal support plans are utilized and followed through.
- Ensuring that any safeguarding of adults issues are reported immediately to CFL's Lead Manager in liaison with the Senior Residential Supervisor, for effective follow up, to ensure the protection and welfare of the resident.
- Ensuring the safety of any children visiting the home, or children with whom the residents may have unsupervised contact; maintaining the code of conduct required by Free to Trust, CFL's Policy for the Safeguarding of Children and Vulnerable Adults.
- Reporting any child protection concerns to CFL's Lead Manager for the protection of children and vulnerable adults.
- Working together with other agencies, such as mental health services, Leeds Adult Social Care, referring agencies and other support networks to ensure the overall wellbeing of each resident.
- Helping to ensure that birthdays, Christmas and other special occasions are remembered and celebrated together.
- Taking responsibility when on duty for the overall health and safety of the residents.
- Helping with the weekly shopping for the home, as required.
- Helping and encouraging residents to acquire essential life skills e.g. cooking, shopping, laundry, cleaning, personal hygiene and so forth. Advising them on how to use all appliances and equipment within the home safely.
- Helping and encouraging each resident to keep their rooms in a clean and pleasant condition, and to help with the general cleaning of the house, helping them to take a pride in their home.
- Advising residents on how to use public transport safely.
- Advising and helping to resolve conflicts, and also helping them to deal with problem situations with their family or friends.
- Helping the residents to develop an interest in hobbies and to spend their leisure time constructively and happily.
- Enabling residents, in liaison with the Trust's finance team and the Corporate appointee, to set up and maintain a budget, as well as living within their financial means.

b) Care Of The Building And Running Of The Household

- Checking fire and sprinkler alarm systems on a regular basis, as directed.
- Making each resident is aware of fire safety procedures and what to do in the event of the alarm sounding.
- Acting as the appointed officer for First Aid when on site.
- Maintaining the building in a suitable and safe condition, as a Licensed House of Multiple Occupancy.
- Undertaking monthly health and safety inspections, involving residents as fully as is reasonably practical, to nurture a culture of health and safety within the home.

c) Staff Liaison

Meeting with the Senior Residential Supervisor on a regular basis, and with the Pastoral Director, also attending team meetings and joint residential meetings, to exchange information, discuss the welfare of the residents, and ensure that they are provided with consistent care.

Health & Safety

The Health and Safety of CFL staff, volunteers and beneficiaries are paramount to Caring For Life as an employer.

During the Induction process you will receive CFL's Health & Safety Policy to read and you should familiarize yourself with the contents.

A risk assessment for both Wendy Margaret Home and Tindall House and individual risk assessments for residents are available and will be discussed with you.

H&S Training:

Every employer has a duty to ensure:

"The provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of his employees".

The following H&S training has been identified as essential for this post and will be offered to all new employees:

Manual Handling

First Aid at Work

Basic Food Hygiene (Level 2 CIEH Food Safety)

Policies that are particularly relevant to the Residential team:

Free To Trust Policy and Code of Conduct

Whistle Blowing Policy

Boundaries Policy

Confidentiality Policy

Complaints or Compliments Policy

CFL Medication Policy

Substance Misuse Policy

Lone Worker Policy

Equalities Policy

Health and Safety Policy

Electrical Items Policy

CFL Policies in a Nutshell

Residents Handbook

You Matter to Us : Residents H and S Policy

Tindall House & Wendy Margaret Home procedural documents.

These policies, amongst other policies and all relevant procedures, will be explained to you by your line manager.

Salary

To be discussed at interview.

Place Of Work

All members of staff at CFL are based at Crag House Farm in Cookridge, but the residential work will be undertaken at Tindall House or Wendy Margaret Home in Leeds.

Hours Of Work

The standard rotered hours will be 40 hours average per week, although overtime will be necessary at times, as is the case in all posts. There cannot be set hours in residential work, but a three week rota is followed and shifts are worked out well in advance.

Annual Leave

The charity gives 8 Statutory bank holidays as paid annual leave (unless stated in the Contract of Employment). You are entitled to 22 days paid holiday each year as a full-time member of staff. Your annual leave entitlement will increase by one day for each year of service up to a maximum, after a 5 year service of 27 days leave.

DBS Checks:

Caring For Life works with some children aged under 18, and with many vulnerable adults. In line with CFL's policy for the protection of children and vulnerable adults, you will need to have an enhanced disclosure from the DBS (Disclosure and Barring Service), and references will also need to be verified. Your permission will be sought for DBS checks.

As the post involves working at times with under 18-year-olds, it is exempt from the "Rehabilitation of Offenders Act 1974". Please see section on the application form regarding disclosing any relevant information.