

Job Description and Personal Specification

Position	Coach4Independence
Responsible to	Services Manager
Hours of work	16 – 40 (plus sleepover duties as agreed with team) waking nights incorporated into hours of work.
Rate of pay	£10.00 - £11.95 per hour depending skills, qualifications and experience.

About 4EDEN

4EDEN is a local charity, which provides support services throughout the Eden Valley from our office/opportunities centre based in Penrith. Our services and businesses provide bespoke support for children, young people and adults, who have additional learning needs, learning disabilities and/or neurodiversity (autistic spectrum).

We believe in supporting individuals to access and integrate within their local community and enable people to access the wider community, by assisting individuals with social skills and providing the opportunity to live and experience an ordinary life, as independently as possible.

Skilled and experienced staff, who enable people to meet their individual needs, are at the forefront of our services.

We are currently looking for additional staff to join us and support the delivery of new Independent Living services. There are a number of opportunities available including bank, part-time and full-time hours, Monday – Sunday, 7am – 10pm. Sleep positions are also available, which are paid at additional rates.



THESE INCLUDE:

- Supported Independent Living – in peoples own homes
- Independent living skill building/enhancement
- Community based and day centre based opportunities – skill building, work placements, supported employment, volunteering, learning, training and development.
- Personal individualised support in a person's home or community
- Work placement and employment support in local businesses
- Real paid work opportunities in our developing trading arms
- Training with certification
- Progression opportunities
- Social and recreational support and opportunities
- Life, friendship, relationship and personal development
- Clubs, short breaks, activities and holiday



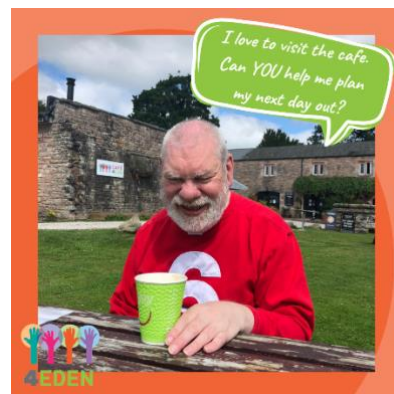
4EDEN is the local partner of Royal National Mencap.

You are employed to meet the needs of the business.

4EDEN services are available 24 hours a day 7 days a week without exceptions including sleep-over and waking night provisions.

MAIN DUTIES:

- To maintain health and wellbeing of people including healthy lifestyles, diet & exercise, food & nutrition, developing and maintaining independent skills.
- Supporting individuals and groups in their chosen activity including domestic duties and involvement in local and wider community activities.
- Providing the best quality of life.
- To support individuals to maintain and manage their tenancy.



Recording of information and record keeping is an important part of the role, using systems and processes in place, you will be able to:

- Write clear and concise notes in a person's individual file, recording any changes in their physical and mental health and to pass on relevant information to managers, professionals and colleagues as appropriate.
- Complete and update risk assessments and promote positive risk taking accident/incident forms and observational charts as required.
- Complete all required forms and documentation in relation to the support of

the person

- Follow the working pattern specified in the staff rota – agreed by the staffing team.
- Comply with all policies and procedures, terms and conditions detailed in the company handbook and your contract of employment.
- Ensure that a person's rights, dignity, choice and privacy are respected at all times.
- Observe and report any changes in physical and mental health to the Team Manager
- Contribute to team meetings and service user reviews and attend any meetings that are essential to maintain the safe running of the service.
- To maintain good working relationships with colleagues and professionals.
- Take reasonable care of the health and safety of yourself, other persons and resources whilst at work. This includes identifying and reporting any maintenance and security issues.
- Carry out such other duties appropriate to the post as might be allocated by the Team Manager

As front line employees it is vitally important to work to the objects of 4EDEN, you are the person who has the most contact time with the people, following training, direction, guidance and planning, you will promote and engage with people, their parents/carers/families and stakeholders providing a positive view of 4EDEN. You will ensure that the service is always delivered with respect and a commitment to equal opportunities.

PERSON SPECIFICATION:

Knowledge	Essential	Desirable
Understanding of learning disability and neurodiversity		✓
Understanding of people's basic rights	✓	
Aware of regulations and legislation such as CQC and The Care Act		✓
Awareness of Safeguarding and the importance of protection		✓
Experience of support planning and professional good practise		✓
Understanding of importance confidentiality	✓	

Skills	Essential	Desirable
Ability to effectively communicate	✓	
Ability to actively listen	✓	
Ability to remain calm and professional	✓	
A current full driving licence and use of a car to enable you to travel to place of work (essential to enable you to take advantage of a variety of career opportunities) desirable if you have the intention to work towards taking your licence	✓	✓
Business insurance is desirable to enable you to support people to activities and appointments in your own vehicle.		✓

Personal Qualities	Essential	Desirable
Positive outlook	✓	
Calm	✓	
Flexible	✓	
Committed to 4EDEN objects	✓	
Person focussed and inclusive	✓	
Passionate about and ordinary life and to want for others	✓	

Education	Essential	Desirable
A qualification in Health & Social Care		✓
The Care Certificate		✓
Certificated training		✓
Transferable skills		✓

The above forms part of our general recruitment – in addition this position will be based at 1 location, a home where 3 individuals will live and learn to build up their independence and live an ordinary life.

Initially the house will require 24/7 cover with sleeping and waking nights, these will reduce as the independence of the people are improving and require less intensive support.

This is a forever home for one of the people a chance to be a part of a new life and beginning, to promote independence and work with a staff team to enable each person to achieve their potential.

The three adults living in their home are able bodied and communicate verbally, a knowledge of autism and mental health would be an advantage, however full training will be provided and working alongside other team members during induction.

You will be a part of a team around the people enabling each person to live their life to the full, both in their own home, their local and wider community and supporting to participate in their local community.

The rota will be created by the staff team, so work life balance, hours of working, leave and duties to undertake will be discussed and agreed by the staff so that wrap around support times are covered.

BENEFITS OF WORKING FOR 4EDEN:

- ❖ Enrolment into our **workplace pension scheme** into which 4EDEN contributes 3% of your salary if you meet our qualifying criteria.
- ❖ Enrolment into an **employer paid** healthcare scheme that allows you to claim money towards the cost of dental, optical and other medical expenses and additional benefits for your well-being. With the option to add your partner and free children's cover.
- ❖ Your Birthday off every year
- ❖ NLW payments for each hour of sleep over duty - paid in addition to your salary.
- ❖ Paid travel time between duties
- ❖ Mileage payments when travelling between duties
- ❖ **Every other weekend off**
- ❖ The Care Certificate qualification Qualifications and Credit Framework (QCF) training **employer paid**
- ❖ Your wages BACS into your bank account 3 working days before the end of every month
- ❖ Employee of the month – lucky dip treat
- ❖ Introduce a friend scheme – £100 for you & £100 for your friend (subject to Terms and conditions)

You are perfectly placed to make a difference, share some fabulous experiences and know that every day you make someone's life better – priceless and very rewarding.

