



### **Main**

People we support here at PSS have clearly told us that they want to make a big contribution to the world we live in. They want to take on roles in the wider community, lead change, and influence – and why on earth shouldn't they? We firmly believe that everyone has the power to change not only their own lives, but also the lives of others and make their communities better for everyone. And, as our new support worker, you'll be the one to work with people to unleash that potential. You'll do this through:

### **Putting your heart and soul into it**

You'll need to be someone honest and true to themselves who gives their absolute all and believes that their first role is to serve others. You'll need to be super committed to delivering the right results in the right way – after all, it's not just about what we do, it's about the way we do it as well.

You'll be a proper go-getter, a positive person who loves what they do and shines when other people shine.

At PSS our values are really important and aren't just something written on our website. To be a support worker with us you'll need live our five values every day, making decisions with them in mind: you'll be super **big-hearted** and care about people, you'll be **genuine, open-minded, determined** and **professional**.

### **Being a people person**

At PSS it's so important that you're motivated by people and want to support them to be the best they can be. To be an effective support worker it's important that you:

- Know the individuals likes and dislikes and what is important to them, including:
  - Their life story
  - How they like to spend their day
  - How to support contact with their family and friends
  - How to support their social life and accessing community resources
  - Understand their feelings when they are upset and know how to support them to feel better
- Make sure support plans are person centred and set goals to achieve really great outcomes, including:
  - encouraging people to be physically and socially active
  - supporting people to maintain their health and well-being
  - supporting people to take positive risks and tackle new challenges
  - supporting people to have positive and healthy relationships of their choosing
- come up with really great ideas of stuff that people can do, and make them happen

### **Doing things inclusively**

This role's all about inclusion. It's about making sure the people we support always have a voice and a choice. You'll support people in the right way, making sure:

- we design each person's schedule with them individually, so they feel comfy with what's going on;
- everyone has freedom and choice to live their life how they want to;
- everything we do is underpinned by person-centred planning and setting goals to achieve really great outcomes, including;
- people are offered a choice of sessions, programmes and things to do that really interest them;
- people can choose how to be part of their wider community – we want people to access the same facilities as anyone else; and
- we establish and maintain close links with the local community and organisations to encourage people to participate in the stuff we have on offer for them to get involved with.

You'll need to make sure that all of the great work you do is easy to see and keep track of. We'll need you to collect evidence of what's happening by being absolutely on it when it comes to monitoring.

### **Being accountable for your actions**

At PSS we believe in doing things the right way, and behaving with integrity. You'll show you are aware that your actions have an impact on the people you support by:

- being compassionate, considerate and kind
- being respectful of an individual's right to privacy, dignity and security and respect their feelings
- promoting their rights, choices and wishes
- making sure that you actively listen and respond
- working with an individual at their pace and giving clear explanations about what you are doing
- communicating effectively with individuals, their relatives, colleagues and health and social care professionals

### **Using the resources you have wisely**

We're a charity and need to make sure we use our resources wisely, making them go as far as we can. As a support worker, we'll need you to maximise the resources we've got - whether it's our pennies, our time, our skills or our efforts.

This might mean:

- being creative with resources - trying new things and finding work-arounds;
- using every opportunity you can to grow and learn new skills, sharing this learning with your colleagues to be the very best you can be;
- networking and maintaining strong professional relationships with others, both internally and externally, to achieve the best outcomes for people;
- using your skills and knowledge to make sure our service continually improves to meet the targets we're working so hard to achieve; and
- being a stickler for data and making sure that relevant records and documents are kept up-to-date and accurate.
- Following the policies and procedures set by PSS

### **Being the best version of you**

At PSS we believe in something called 70-20-10 learning. That means that 70% of learning comes from first-hand experience, 20% comes from learning from those around us and 10% comes from formal learning like courses and qualifications.

We're looking for a driven person who wants to continuously grow and get better at what they do using 70-20-10 learning. Professional development is a big deal at PSS and you'll need to be up for the challenge of growing and improving for the good of the people we support.

## **TERMS & CONDITIONS**

### **Contract Type**

This is a permanent contract.

### **Salary**

£12.00 per an hour.

### **Disclosure**

As this post requires a Disclosure check, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

**Hours**

4x 20 hours

**Location**

*This role is based in the community, working across Liverpool.*

**Annual Leave**

23 days per year. In addition to eight paid statutory bank holidays (bank holidays & annual leave are pro rata for part-time staff).

**Pensions**

PSS operates an Occupational Pension Scheme with The People's Pension.

**Conditions of Service**

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.
- d) An Enhanced Disclosure. Please note that having a criminal record does not automatically disbar you from working with PSS.

**ADDITIONAL DUTIES**

So you know where we're going and how we're going to get there you'll actively participate in developing organisational, team and individual objectives and plans. We also want you to become the best person you can be so you'll attend staff development sessions including training and also engage with our performance management and learning and development reviews.

We'll need you to be flexible in the performance of the above, and understand that our big aspirations and plans may mean we ask you to help out in other areas from time-to-time. You'll be going out and about with people so we will need you to travel as part of this role.

We'll also need you to implement and follow PSS policies and procedures and to do any training associated with them. This makes sure everyone is on the same page and safe in their work.

All of our jobs are subject to change from time-to-time and this job description will be reviewed regularly, something which we'll ask you to give us your input into.

**JOB DESCRIPTION**

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

**PERSON SPECIFICATION - Support Worker – Making Days**

<b>Requirement</b>	<b>Essential</b>	<b>Assess from:</b>
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical
<b>Qualifications/Training</b>		
Relevant professional qualification in Social Care or Health for example Level 2 Diploma Health and Social Care/NVQ level 2, or commitment to working towards this.	E	A,I
Have completed or committed to completing the Care Certificate and any mandatory training relevant to the role	E	A,I
<b>Knowledge</b>		
A working knowledge and understanding of Health & Safety Issues, including Risk Assessment and Management	E	A I
Day Services, Social Services Health & Voluntary Sector Service provision	D	A I
Assessment Procedures	D	A I
Understands and demonstrates a commitment to the vision and values of PSS	E	A I
<b>Skills</b>		
Good communication skills written and verbal	E	A I
Organisational skills i.e. Time Management / Prioritising	E	A I
IT Skills (stuff you do on your mobile phone everyday)	E	A I
<b>Experience</b>		
Experience of working with people with mental health issues/learning disabilities or dual diagnosis	D	A I
Experience of person centred approaches	D	A I
Innovative practice	D	A I
Support planning	D	A I
<b>Attitude</b>		
To use initiative and work unsupervised	E	A,I,R
Committed to collaborative working	E	A I,R
Self motivated	E	A,I,R
Ability to adopt a flexible person centred approach in a variety of situations	E	A,I
Understanding/awareness of anti-oppressive and anti-discriminatory practice	E	A I
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services.	E	A,I