

## JOB DETAILS

|              |                      |
|--------------|----------------------|
| POSITION     | Community Caseworker |
| JOB TYPE     | Bank (casual)        |
| SALARY GRADE | 5                    |
| LOCATION     | Brighton area        |
| DEPARTMENT   | Casework             |
| REPORTS TO   | Team Leader          |

### Overview

At Sussex Empowered Living we specialise in supporting adults aged 18 to 65 with mental health conditions, learning disabilities and autism. We help those under our care and support to achieve their personal goals and maximise their independence within their own homes and in the local community. This could involve supporting them in key areas including, but not limited to, life and home skills, work and education access and emotional and behavioural wellbeing.

### Job Purpose

To provide person centered support to Sussex Empowered Living's Service Users in line with the organisation's mission to promote health, wellbeing and independence.

### Salary

Wages will be paid monthly in arrears by automatic bank transfer and will be at a rate of **£8.75 per hour (£9.81 per hour when inclusive of 12.07% rolled up holiday pay)**. Bank holidays will be paid at a rate of time and a half.

### Hours of Work

The Your hours of work will depend on the demands of the service and could include weekends, weekdays and bank holidays. The actual times of work will depend on the demands of the service and you will work according to a shift rota which will be completed 4 weeks in advance by the Registered Manager or delegated named person.

Where offered, you will be required to accept at least 6 shifts (whether constituting a single or multiple assignments) in any 1 month.

### Annual Holidays

Your annual leave entitlement will be 12.07% of hours worked which is equivalent to 5.6 weeks per year. You will have the choice to receive this in rolled up holiday pay (paid in addition to your hourly rate each month) or request it in the year at any point.

## Job Description

### Principle duties and responsibilities (in no order of priority):

- To promote the health, wellbeing and independence of Sussex Empowered Living's Service Users in accordance with individual Care Plans and company policies and procedures, ensuring:
  - you remain up-to-date with knowledge of individual Service User care and support requirements
  - Service Users are encouraged and supported to make informed choices over activities and support approaches, both within the home and in the community
  - Service Users' rights are protected and they are aware of and supported to understand and exercise them always
  - that the dignity and individuality of Service Users is respected and promoted always
  - that Service Users are made aware of the link between physical and mental health and wellbeing and options are provided to increase physical fitness where possible and appropriate
  - therapy is promoted, incorporating a holistic approach to meeting the philosophy of care at Sussex Empowered Living Ltd.
  - appropriate and necessary records are kept in the appropriate format and in the correct way (accurately, up-to-date and completed in a timely manner)
  - support is provided with medication, preparing meals, handling sensitive paperwork and documents and prompts are provided where necessary for the Service User to maintain their personal hygiene
  - Service Users are supported to maintain their home and relationships with neighbours and the wider community
  - risks to yourself, Service Users and the public are minimised during emergency situations
  - behaviours are managed in accordance with provided training and company policies and procedures
  - confidentiality is maintained always
- Promote effective communication and relationships with Service Users, their wider formal and informal support networks, work colleagues and other agencies and professionals
- Work autonomously, as a lone worker where required (with telephone support), within the limitations of the role and solve day-to-day problematical issues as they arise and raise concerns or summon assistance where and when required
- Work in co-operation with members of multi-disciplinary teams to maximise opportunities for service user therapeutic care
- Participate in meetings as appropriate and attend regular supervision and appraisal sessions
- Participate in all training provided
- Ensure the safety of Service Users, carers, yourself, other staff and the public, by maintaining a safe environment and reporting faults and concerns where necessary.

**This is not meant to be an exhaustive list. The job holder may be required to undertake other duties as may be reasonably required from time to time.**