



Post of

Sessional support worker (nights)

**Job Specification & Job Description
Including Eligibility Criteria and Appointment Notes**

Job Ref: SW-02/25

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Job Title – Sessional support worker (nights)

Location – Richhill (& across SHSCT area)

Reporting to – Operations Manager

INTRODUCTION

Completed application forms must clearly demonstrate the qualifications, experience and skills sought, and must be returned to incredABLE before 4pm on **Friday 28th February**.

It is anticipated that interviews will be held w/c Monday 10th March 2025.

Organisation Overview

People living with a learning/intellectual disability and/or autism often experience boundaries with life opportunities.

We work to change that.

Through social, recreational, and skills-based experiences, incredABLE creates opportunities for incredABLE people to feel empowered to make choices, discover talents, realise passions, and build a meaningful life within a supportive community where they can thrive.

We want to inspire families, empower individuals, and include communities across the Southern Health and Social Care Trust area via greater choice and opportunity for engagement.

Summary of the Job

The Sessional Support Worker (nights) provides essential practical support and/or personal care to individuals with learning or physical disabilities and/or Autism. The tasks will be based on the assessed needs of each individual, enabling them to participate in community activities and maintain as much independence as possible. Flexibility in providing necessary support is crucial. Responsibilities include assisting participants with bedtime routines, addressing any needs throughout the night, and supporting their morning routines and occasionally school drop off.

Key Responsibilities

- Promote participation, partnership, and independence among participants and volunteers.
- Facilitate all aspects of practical support and/or personal care for the specific service as identified by the Operations Manager.

Working Hours

12-hour shifts from 20:00 to 10:00 on midweek nights and occasional weekend nights. Schedules will be made on a quarterly basis.

This is a waking night post, suitable for a highly motivated and caring individual.

Role Specific Duties

- Ensure that all participants have a choice in selecting activities they want to be part of, feel listened to, respected, and safeguarded throughout the duration of the activity.
- Provide personal care where appropriate, including assistance with toileting, bathing/washing, care of hair, nails, skin, and mouth, dressing and undressing, feeding, and drinking.
- Report any changes in a participants' circumstances or condition, as well as all untoward incidents/accidents to an appropriate senior member of staff in accordance with IncredABLE's procedures.
- Treat all participants with appropriate respect and courtesy, and regard all matters relating to the individual and his/her circumstances as strictly confidential.
- Maintain effective relationships with the participant and all appropriate members of staff involved with the individual's care.
- Participate in all IncredABLE's training as identified and required.
- Complete detailed written reports on the overall programme activities and any personal care tasks carried out.

General

- Work in a manner that protects sensitive information - The post holder will often be privy to confidential information.
- Ensure all duties and responsibilities are carried out in compliance with GDPR, Safeguarding and Health and Safety policies, quality, and statutory regulations.
- Ensure all duties and responsibilities are carried out in a manner consistent with IncredABLE's policies and procedures, enhancing the organisation's reputation.
- Participate in training opportunities which are appropriate for the role in which you are employed.
- Work flexibly to meet the needs of the organisation.

The above duties and responsibilities do not encompass the full range of tasks that may be required of the post-holder. These tasks may vary from time to time without altering the nature of the position or the level of responsibility; this flexibility is reflected in the salary level.

PERSONNEL SPECIFICATION

Eligibility Criteria

Criteria	E or D *	S or I **
Experience/Qualifications/Knowledge		
Experience in working with marginalised groups in a health and social care environment or community and voluntary sector organisation. (1 year for Support Worker post)	D	S & I
Level 2 qualification in Care	D	S
Experience and knowledge of the issues affecting people with a disability and their carers	D	S & I
Skills and Abilities		
Ability to work effectively in a lone worker capacity and as a team member. Have good communication skills	E	S & I
Have the ability to undertake a range of personal and practical care tasks in accordance with the established support plan.	E	S & I
Requirements: Personal Qualities/Circumstances		
Ability to work flexible, unsociable hours including evenings, weekends and to travel throughout Northern Ireland at times demanded by the job	E	S & I
Committed to promoting equality of opportunity, particularly sensitive to the needs of people with disabilities	E	I
Be self-motivated, reliable and committed	E	S & I
***Access to a car or access to an alternative form of transport to meet the travel requirements of the job	E	S & I
The successful candidate will be required to undergo an enhanced check via the Access (NI) Service before commencement of employment	E	I
<p>*E = essential criteria D = desirable criteria **S = shortlisting criteria I = interview criteria</p> <p>*** = Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.</p>		

Short listing Criteria

Short listing will be conducted in respect of the Essential Criteria but in the case of many applicants, we reserve the right to enhance the short-listing criteria to include the Desirable attributes.

Proposed interview dates w/c **Monday 10th March 2025**.

Please Note:

Only those applicants, who appear, from the available information as provided in a returned application form, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in the application form how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained. Applications that do not provide the necessary detailed information in relation to each of the stated criteria will be rejected.

APPOINTMENT NOTES

- 1.1** The appointment will be to incredABLE. All appointments are subject to the satisfactory completion of a 6-month probationary period.
- 1.2** The successful candidate will start at a rate of £12 per hour.
- 1.3** Annual leave entitlement is 28 days per annum (pro-rata), inclusive of statutory holidays, increasing to 31 days following the successful completion of the probationary period, and rising further to a maximum of 35 days with length of service.
- 1.4** The working week is 37.5 hours excluding meal breaks. However, as part of the normal contract of employment, appointees may be occasionally required to work variable hours, which will mean working into late evenings, at weekends or on Public Holidays.
- 1.5** The successful candidate will be given suitable training, including on-the-job training and formal specialised courses as necessary. Financial assistance with approved studies may be available.

GENERAL INFORMATION

incredABLE is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether they have dependents. All applications for employment will be considered based on merit. To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire in a sealed

envelope, (provided for this purpose). Personnel involved in either the short-listing or interview selection processes will not see its contents. If you do not complete this questionnaire and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.

A detailed Contract of Employment will be issued to the successful candidate within 8 weeks from the date of commencing work.

THIS CORRESPONDENCE SHOULD NOT BE TAKEN AS CONSTITUTING THE PROPER TERMS AND CONDITIONS OF EMPLOYMENT FOR THIS POST.