



Relief Recovery Worker

Job Description

Job Reference: W11/19

Location:	Glasgow, West Lothian, Lanarkshire & Falkirk Area
Salary:	£8.98 per hour (including holiday pay allowance)
Working hours:	To provide cover when required by the Support Manager
Responsible to:	Support Manager
Special conditions:	Hours may include evenings, weekends, and sleepovers Local travel
Closing date:	22 nd February 2019
Interview date:	TBC

Job Summary

To assist supported people to establish and maintain a meaningful and fulfilling life in the community, either in their own homes or in registered accommodation.

Responsibilities

- To establish a supportive relationship with each supported people, enabling them to maximise their own resources in order to improve their quality of life.
- To deliver support as part of a support plan agreed with the supported person, the referring agency, and Penumbra.
- To assist with personal care when required.
- To be flexible and responsive to meet the changing needs of supported people and the organisation, within the agreed criteria.
- To work in cooperation with other members of the Support Team, and staff from other agencies.
- To participate in training activities and meetings as required.
- To uphold Penumbra's Code of Practice.
- To be responsible for maintaining the relevant systems of documentation.

Please note that Relief Support Workers are not contracted to a specific number of hours by Penumbra, but will be informed as and when shifts are available.

Person Specification

Qualifications	Essential <ul style="list-style-type: none"> • Good Level of educational attainment Desirable <ul style="list-style-type: none"> • SVQ3 or equivalent as defined the SSSC
Knowledge and Experience	Essential <ul style="list-style-type: none"> • Experience of being in a supportive and enabling role Desirable <ul style="list-style-type: none"> • Experience of a person-centred approach • Experience of working in the mental health field
Core Competency – Working with Others	Essential <ul style="list-style-type: none"> • Builds good working relationships with team members. • Works co-operatively with other professionals as required. • Gives others time and space to express what they think, feel and want. • Shows sensitivity and seeks to understand the perspectives of others.
Core Competency – Learn and Apply	Essential <ul style="list-style-type: none"> • Is aware of own strengths and development needs. • Demonstrates commitment to keeping knowledge, understanding and skills up to date.
Core Competency – Communication	Essential <ul style="list-style-type: none"> • Speaks and writes clearly and accurately and ensures the message is understood. • Explains clearly and accurately issues, policies, procedures and other pertinent information. • Conveys sensitive or contentious information tactfully.
Core Competency – Managing Self	Essential <ul style="list-style-type: none"> • Is able to deal with difficulties by keeping them in perspective. • Is open to change and continually improving practice. • Is able to adjust a strongly held opinion in response to contradictory evidence. • Has the awareness of when to ask for help and has the confidence to do so, where appropriate.
Core Competency – Professionalism	Essential <ul style="list-style-type: none"> • Demonstrates a commitment to Penumbra’s values. • Works to policies, procedures and relevant legislation. • Maintains sound ethical and professional standards at all times. • Has a clear understanding of confidentiality, disclosing information only to those who have the right and need to know. • Takes responsibility for own work. • Strives to provide efficient, effective, high quality services. • Projects a positive image of Penumbra at all times. •
Role Specific Competency – Supporting People	Essential <ul style="list-style-type: none"> • Supports individuals in line with organisational values, policies and procedures. • Understands recovery and works with a recovery focused approach. • Consistently works with a person-centered approach. • Supports supported peoples’ rights to control their lives and make

	<p>informed choices about the services they receive.</p> <ul style="list-style-type: none"> • Protects the rights and promote the interests of supported people.
Core Competency – Working with Others	<p>Essential</p> <ul style="list-style-type: none"> • Builds good working relationships with team members. • Works co-operatively with other professionals as required. • Gives others time and space to express what they think, feel and want. • Shows sensitivity and seeks to understand the perspectives of others.
Core Competency – Learn and Apply	<p>Essential</p> <ul style="list-style-type: none"> • Is aware of own strengths and development needs. • Demonstrates commitment to keeping knowledge, understanding and skills up to date.

Completed Applications should be returned to:

recruitment@penumbra.org.uk

or