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Job Description – Relief Support Worker

Introduction

Columcille provides a safe and supportive healthy social environment which offers creative daytime activities from its premises in the Morningside area of Edinburgh. We support people who have learning disabilities, and mental health needs through arts & crafts, cooking, woodwork, gardening, pottery, drama and dance. Some 1-1 outreach support to individuals is provided from home and in the local community also.

Our work is inspired by the ideas of Rudolf Steiner in the beginning of the last century, and it's development into social therapy and other complimentary approaches. We uphold the dignity and value of each human being and support their development and growth. Crafts, creative activities, holistic therapies and a healthy cultural and social life are important parts of our approach. Columcille opened in 1996 and is part of the Garvald family of organisations.

Purpose and Role of Relief work

Relief workers provide support to service users to learn new skills, develop socially, and gain self- confidence and greater independence.

Relief workers are required to cover staff absences due to illness, holiday or training. This may be in an emergency or planned in advance.

Relief workers in Columcille are required to have knowledge and experience of at least one of the craft workshop areas. However, relief workers can over time develop knowledge of other work areas and learn how to provide cover in those also.

Working hours at Columcille are 9am to 4pm Monday to Friday, except Wednesday which is 9am to 3pm. Relief Workers will occasionally be asked to cover either a morning or afternoon only.

The rate of pay is £10.90 per hour paid in arrears on the 28th of each month. In addition Relief staff are paid 5.6 weeks leave pro-rata according to hours worked. All timesheets must be handed in to the Administrator by 4pm on or before 19th of the month. Columcille has a no smoking policy, which applies throughout the building.

We expect a minimum availability of two days per week.

Relief staff are responsible to the Manager and will be provided with regular support and supervision.

Main Tasks

- Provide support either one-to-one or to a small group of people in a workshop. This may involve supporting an individual outside the centre in a community setting.
- Support, teach and encourage individuals to participate in activities and learn skills.
- Demonstrate person-centred values and attitudes in work with service users.
- Be aware of and attentive to group needs and dynamics.
- Assist individuals in managing their personal care with dignity.
- Respond positively and calmly to any behaviour that challenges.
- Work as a team member, taking guidance from permanent staff, and communicating in a professional manner.
- Provide cover on the tea break and lunch rota as required.
- Tidy workshops each day and help maintain a clean and safe work environment.
- Work according to Columcille policies and procedures, SSSC Codes of Practice, and the principles of anthroposophical social therapy.

Workshops in Columcille

- Crafts
- Art: painting and drawing
- Pottery
- Woodwork and print
- Gardening
- Music & karaoke
- Drama
- Keep Fit
- Café – requires skills in supporting a small group prepare lunch for the centre each day and maintain high standards of food safety and hygiene.
- One-to-one support – requires skills in supporting individuals with higher needs that could include autism, behaviours that challenge, lone working.

Application Process for Relief Workers

Any person interested in relief work at Columcille needs to complete an application form and provide two references. In accordance with Disclosure Scotland procedures, successful applicants for the relief register will be required to apply for membership of the PVG Scheme. This process is designed to minimise the risk of harm to people using services provided by Columcille. No-one should commence relief work until they have joined the PVG Scheme and been approved to work.

Columcille

Relief Worker

PERSON SPECIFICATION

Essential requirements for Relief workers are:

Values and attitudes

- A person-centred approach to working with people with learning disabilities.
- An interest in using the principles of social therapy in your work.
- Commitment to providing quality support to people with a learning disability.

Skills

- Able to communicate effectively with service users and colleagues.
- Able to show initiative and good judgement within guidelines.
- Able to relate to individuals with respect and dignity.
- Able to see and respond to different needs and wishes of individuals.
- Willingness to provide personal care.
- Able to work with reasonable levels of demands and some stressful situations in calm and positive manner.
- Skills and knowledge of at least one of the work areas.

Experience

- Experience of working or volunteering in social care.

Training

Induction and training will be provided according to the needs of the relief work undertaken. This may include Epilepsy; Medication; First Aid; Adult Protection.

PVG Scheme

It is a requirement that all social care staff become a member of the Protecting Vulnerable Groups Scheme.

Social Therapy

Further reading on an approach to some principles of social therapy can be found here: <https://inclusivesocial.org/wp-content/uploads/2018/11/2018-Englisch-rev.pdf>

It is important to emphasise that our approach to working with the people is based on building relationship-based support which sees each individual as a unique person to discover and get to know. This is characterised by an attitude of interest, open mindedness, acceptance of difference, the ability to listen empathetically, a curiosity to understand people, warmth, friendliness, respect, and a capacity for self-reflection. These create the foundations for how we work together.