



Harp Place
2 Sandy Lane
Coventry
CV1 4DX
Julie Smith 0773 917 9032
Sue Deeley 0773 917 9031
Office 024 7663 2349

Date

Dear

Please find enclosed a copy of the application form, health declaration, equal opportunities monitoring form, disclosure form, Values & Beliefs and job description, in relation to a Support Worker's post with Getta Life.

The rate of pay for the post is £8.75 per hour and £70.50 per sleep in.

At times, we have vacancies to support people with learning difficulties living in their own homes both on a permanent basis and on a relief basis. Please state, which you are applying for on your completed application form.

Your application will be held on file until a vacancy becomes available - your application will then be considered along with the others.

Yours sincerely,
Sue Deeley & Julie Smith
Directors.

Application for the post of:

1. Personal Details

Surname:

Forenames:

Preferred title:

Address:

Post code:

Telephone: Home:

Mobile / (&/or Work - if we may contact you there):

National Insurance No:

Do you have a **full** or **provisional UK** Driving Licence? **Full / Provisional ***

Do you have a driving licence from elsewhere? From where?

Do you have your own transport? Yes / No*

Is your UK driving Licence clean? Yes / No*

Does your licence allow you to drive cars with a manual or automatic gear box? Manual / Automatic

* If licence is not clean, please give details:-

2. Employment History

Present/most recent employer*

Name:

Address:

.....

Post code: Tel no:

Type of business:

Post held:.....

Employment dates: from to

Responsibilities:

.....

Reason for wishing to leave:

.....

Notice required:

Previous Employment (attach additional sheet if required):

Employer	Post	Salary	Inclusive Dates	Reason for Leaving

3. Education and Training (attach an additional sheet if required):

Please give details of your education since age 11 and qualifications obtained.

Name of School/College/University	Attended From	To	Exams Taken/Results

Please give details of any training, which is relevant.

.....

.....

.....

.....

Do you have an On-Line DBS which we can check; if so please provide the Reference Number?

Yes / No

Ref No: _____.

4. Tell us about the most adventurous thing you have ever done

5. When did you last encourage someone? Tell us about it

6. Which people, groups and organisation do you connect with?

7. Who do you advocate for? What difference does it make to them?

8. Why do you want this job?

9. References

Please give details of two referees, the first of which should be your most recent employer.

a. Name: Occupation:

Company Name:

Address:

.....

.....Post code:

Telephone:

Relationship to applicant:

.....

May we take up this reference now? Yes/No*

b. Name:Occupation:

Company Name:

Address:

.....

.....Post code:

Telephone:

Relationship to applicant:

.....

May we take up this reference now? Yes/No*

10. Recruitment Source

Where did you learn of this vacancy?

.....

11 Declaration

I confirm that the information contained in this application is true and complete. I accept that providing deliberately false information could result in my dismissal.

Signed: Dated:

Please also complete the attached Rehabilitation of Offenders Act and Equal Opportunities Monitoring forms.

When complete, please return this form to:

Sue Deeley and Julie Smith
Harp Place, 2 Sandy Lane, Coventry CV1 4DX
Mark the envelope CONFIDENTIAL

*Delete as applicable

Health Declaration

I confirm that I consider myself to be well enough in my physical and mental health to cope with the demands of a Support Worker post with Getta Life.

NAME:- (print)

Signed: Dated:

Getta Life
Equal Opportunity Monitoring Form

Getta Life is an Equal Opportunity Employer. The company operates a policy that aims to ensure unfair discrimination does not place. In order to help the company monitor the effectiveness of its recruitment policy, you are asked to provide the information requested below. This information is requested solely so that appointment procedures can be monitored. The ethnic groupings listed below are those agreed by the Commission for Racial Equality.

The details supplied are confidential and will only be seen by a designated senior officer at the company.

Please complete the form and seal it in the enclosed envelope before returning it with your application.

Post to which this form relates	Post Ref. No.
Surname:	Forename(s):.....
Where did you see this post advertised?:	
Date of Birth:	
Gender (please tick)	Female <input type="checkbox"/> Male <input type="checkbox"/>
Do you have a disability or medical condition?: (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please describe your disability or medical condition:	
To which of the following groups do you belong (please tick one only):	
Black - African <input type="checkbox"/>	Black - Caribbean <input type="checkbox"/>
Black - Other <input type="checkbox"/>	Chinese <input type="checkbox"/>
Indian <input type="checkbox"/>	Irish <input type="checkbox"/>
Pakistani <input type="checkbox"/>	White <input type="checkbox"/>
Other (specify below) <input type="checkbox"/>	
.....	
Please state any languages, other than English, in which you are a fluent speaker:	
Date:	
Thank you, your co-operation is greatly appreciated.	

GETTA LIFE
REHABILITATION OF OFFENDERS ACT

As **Getta Life** meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants will be subject to an Enhanced Disclosure check from the Criminal Records Bureau before the appointment is made permanent.

The Enhanced Disclosure check will include details of police cautions, reprimands or final warnings, as well as convictions. It will also contain any non-conviction information from local police records that is considered relevant and any relevant information held by the Department for Education and Employment and the Department of Health.

Applicants are therefore not entitled to withhold information about convictions, police cautions, reprimands or final warnings, which for other purposes are considered 'spent' under the provisions of the Act. You are also required to provide any further information that may be considered relevant to an Enhanced Disclosure check. In the event of employment, any failure to disclose such information will result in dismissal or disciplinary action by **Getta Life**.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Rehabilitation of Offenders Act 1974

Please give details of all convictions, police cautions, reprimands and final warnings as well as any other information relevant to an Enhanced Disclosure check.

Please tick the box ✓ - If you have no information to declare

I declare that the particulars entered by me are a true and complete record.

Signed: Dated:

GETTA LIFE VALUES AND BELIEFS.

- Everyone is valuable and has a contribution to make.
- Everyone can tell us what they want and need, we need to get better at hearing what people are saying to us or showing us.
- Inclusion in all parts of society and life is everyone's right. No one should be excluded.
- People with learning difficulties can live ordinary and great lives; they just need the right support to do so.
- People need their basic personal care and health needs to be well met to be able to enjoy life and have a good life.
- Life should be a mixture of fun, things to do, things to achieve and things to contribute to others as well as providing times for reflection and relaxation.
- We want to support people to be themselves not expect them to fit how we think they should be.
- We want people to grow, develop and to try new experiences; sometimes this might include taking assessed risks, which have been managed responsibly.
- Everyone needs to have meaningful relationships in their lives, which help them to feel loved, needed, wanted and respected.
- We value and want to be part of a society, which is made up of varied different and diverse people as we recognise the richness that this brings to our lives.



To be retained by applicant

Job Description

Post: Support Worker - Getta Life

Reports to: Team Manager and directors.

SALARY

The salary falls within the scale £15,925 Part time Pro Rata. £8.75 per hour. Sleep-in allowance £70.50

SERVICE AIMS & OBJECTIVES.

To provide a service that enables people to live their lives the way they would chose, within their own homes.

To provide that service from the sound basis of the Values of Inclusion.

To provide that service in line with Company Philosophy, Policy and Procedures.

To provide that service with Privacy and Dignity.

To provide that service with an understanding of the person's need for independence, personal preferences and choice.

To provide that service recognising a person's rights and with acceptance of a person's free expression.

PURPOSE OF THE POST

To enable the people being supported to:

- Live a valued life as a citizen in their community by being proactive in enabling the person supported to integrate into community activities
- Exercise their rights, including their right to independence and privacy, by offering choices
- Have their individual needs and preferences recognised and catered for
- Develop and maintain personal and social links and pursue their own interests by physically going out and about in the community as well as within the home
- Be treated with respect

KEY TASKS

Support focus - this applies to each and every person being supported

- To provide a range of support that may include personal care, promoting and enabling choice in the support provided.
- To work flexibly to meet the needs of the people being supported in ways that encourages and promotes their independence within their homes and their communities.
- To support people to live a full life that involves them in every day things and ensures they participate fully. This will include attending college, shopping, going to work, horse riding, using the bank, using leisure amenities e.g. cinema, swimming, public transport, pubs.
These are examples only as the list is extensive.
- To assist in planned and unplanned support.
- To promote equality of opportunity and fairness of outcome for the people receiving the support.
- To keep accurate records of the support provided.
- To promote effective communication with the main people in people's lives, and to support people to contribute to relationships with family and friends. This might include assisting to organise and host Circle Meetings, supporting people in entertaining family and friends.
- Supporting people if they are in hospital, and with health appointments.
- Supporting people to be on holiday.
- To develop and maintain a personalized pictorial Care Plan together with a year book/journal to reflect the achievements and experiences of each person's life.

KEY QUALITIES OF THE ROLE:

- Adventurous and creative in your work.
- Friendly
- Encouraging of others.
- Supportive of my relationship and loving.
- Connecting well with others exploring and interested in the community.
- Able to advocate well for others.
- Respectful of all.
- Resourceful, and a good problem solver.

GETTA LIFE'S STANDARDS

- To work with your colleagues and the person you support in a respectful way, acknowledging their skills and gifts and dealing with differences in a safe and non threatening way.
- To work within Getta Life's policies and procedures.
- To promote equality and opportunity and fairness of outcome for staff.
- To work as part of a team providing support.
- To manage risk appropriately within the service.
- To behave reliably and act openly and honestly in all aspects of the job.
- To take the lead on shifts and provide on call cover from time to time.

KEY SUCCESSFUL OUTCOMES

The people receiving support:

- Are fully involved in identifying their own needs and planning their own care and support, and that this happens in a person centred way.
- Make real choices in how they lead their lives,
- Live as independently as they choose to and are capable of.
- Have formal and informal support networks in their local community.
- Are valued and respected as individuals and receive support that is valuing and respectful.
- Are neither limited by fear of risk or exposed to unnecessary risk.

ACCOUNTABILITY AND REPORTING

Support workers have a legal duty of care and are accountable for their conduct of work to the people they support and to the Directors of Getta Life. They have a direct reporting relationship with the team leader and will be supervised regularly. Support workers are accountable for working within both legislation and organizational policies.

While you are trusted within this role to ensure the well-being to the person you work for in a manner in which you provide support, it is also essential that the Support Worker recognizes his/her role in ensuring any knowledge or suspicion that he/she has regarding a threat to the person you work for's well-being be reported immediately for investigation to the Team Manager or if more appropriate, a Director. This would be in the event of any suspicion of nay Team Member neglecting his/her role or more explicit acts of neglect or abuse including financial abuse. This would also include any concerns regarding other people in the person you work for's life.

Support Workers are expected to attend all booked training and Team Meetings and to complete assigned assessment papers within an agreed time scale.

Supervision and Team Meetings are an important part of accountability, you are expected to attend and participate in both.

PERSONAL DEVEOLOPMENT

Support Workers must be willing to attend and participate in all training. Support Workers must meet Induction Standards.

They must work towards preparation to work in adult social care level 2 and complete it within 6 months of coming into post.

PERSON SPECIFICATION

CRITERIA REQUIREMENT	ESSENTIAL	DESIRABLE
Educational Qualifications	Preparation to work in adult social care Level 2 or equivalent, or willingness to gain qualification.	
Experience		Demonstrable experience of working with people preferably in a caring or supportive role.
Knowledge, Skills and Abilities Respectful to ALL To be Resourceful and Creative Be Adventurous and Brave to Manage Risk Responsibly - Without Limiting People Ability to Advocate Well for Others	<ul style="list-style-type: none"> • Ability to promote the people we support's dignity and right to privacy, particularly in areas of personal care. • Ability to empower the people we support and encourage independence at all times. • Ability to promote equality in your practice for all individuals. • Ability to communicate effectively. • Ability to keep written records. • Ability to work sensitively and maintain confidentiality of the people we support at all times. • Ability to contribute to and work as part of a team. • Ability to undertake lone working. • Ability to work openly and to discuss and reflect on your practice. 	
Post specific requirements	<ul style="list-style-type: none"> • Willingness to support people to have meaningful and loving Relationships with the people they love in their life. • Willingness to work evenings, weekends, public holidays and carry out sleep-ins on a regular basis within the guidelines on maximum safe working hours. • Willingness to assist the people we support during their holiday/short break. 	

	<ul style="list-style-type: none">• Ability to meet the physical demands involved in providing care and assistance to the people we support.• Satisfactory attendance record - DDA absences excluded.• Willingness to travel and work within the areas the people we support live.• To have a full UK driving licence.	
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While this Job Description is comprehensive, it may not cover every aspect of the role. Duties may change from time to time as agreed by Getta Life.