



Recruitment
Ashview House
30 D & E Cock Rd
Kingswood
Bristol
BS15 9SH

☎ 0117 9353599 (Managers Office)
☎ 0117 9602665 (Staff Duty Office)
☎ 0117 9609222 (Admin Office)
✉ jobs@alexandrahomes.co.uk
WWW.ASPERGERCARE.CO.UK

Date as postmark

Dear Applicant

Re: Full-time - Support Worker

Thank you for your interest in working for Alexandra Homes as a Support Worker.

The enclosed Application Pack includes an Application Form and details about the position. Further information about the company can be obtained from our website at www.aspergercare.co.uk.

If you decide to proceed with your application, please return your completed Application Form to the above address.

For your information, we have enclosed a sample Rota, which you should consider before completing the application form.

If you are successful at the application stage you will be contacted for a short and informal pre-interview telephone assessment, to ensure all aspects about the position have been appropriately considered. Successful candidates, at this stage, will be invited for an informal chat with one of our Team Managers and Resident just prior to a formal interview with two of our Senior Managers.

Due to time constraints, unfortunately, we are not able to contact you if you are not successful in your initial application. Feedback will be provided for anyone who is selected for interview.

Should you require any further information, please do not hesitate to contact me

I look forward to hearing from you.

Yours faithfully

John Duggan
REGISTERED MANAGER

Encls



Registered Office:
05035690
Alexandra Homes (Bristol)
Ltd
250 Wells Road, Knowle
Bristol, BS4 2PN



INVESTOR IN PEOPLE



Equal Opportunities Statement

Alexandra Homes (Bristol) Ltd) is committed to ensuring that job applicants and employees receive equality of opportunity. Our policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of their age, race, colour, nationality, ethnic or national origins, sex or marital status, disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures will be regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their merits and abilities. All employees will, therefore, be given equal opportunity. Alexandra Homes will continue to review its personnel policies and practices generally and will take appropriate action to make the policy fully effective.

Sample Rota

The contractual hours for this post are 40. Please find below a sample of a rota, based on working 49hrs per week, which most staff elect to do, to benefit from additional hours available. If instead you choose to work only the contracted hours of 40hrs per week, your rota would be amended within the times stated below.

Please be aware that sleeping-in duties are allocated by Team Managers and not reflected in the rota below.

Key

■ = working day

Week 1 (Long Week)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am-10pm	8.30am -10pm	Off	Off	1pm-10pm	8am -10pm	8am -10pm

Week 2 (Short Week)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Off	Off	8am -10pm	8am -10pm	8am -1.30pm	Off	Off

Service Information

Who Will Benefit:

Our Homes are for adults with Asperger Syndrome, and other related conditions, who require specific understanding and high levels of support in order to help them to learn appropriate ways of dealing with their condition, and to be able to transfer acquired skills and knowledge into ways of dealing with other people and situations of everyday living. Our Homes provide a full programme of in-house and community based activities, which are more suitable for clients who are active and able to access a greater degree of independence. Our Homes can cater for residents of either gender, within the age range of 18-55 years. We will consider older residents if they are able to actively take part in the programmes we offer, and in line with Alexandra Homes' Referral Criteria. Our Homes are not suitable for residents who have significant mobility difficulties or nursing needs.

Our Ethos:

We believe people with Asperger Syndrome have many unique and special talents. We firmly believe that with appropriate, high levels of support, guidance, supervision and encouragement, people with Asperger Syndrome can be integrated into the community to a much greater degree.

Our Aims:

Our main aim is to work with and support our residents to become active and valuable members of the community in which they live and to develop a range of skills to enable them to grow in confidence, build their self-esteem, and therefore, giving them greater independence to integrate into the local community. We aim to provide a secure, positive and friendly environment, which is flexible enough to meet the needs of the individual and the group. To achieve our aims we will provide the following:

- An individual approach and packages of intervention, based on individual assessments and on-going evaluation.
- Creative opportunities for our residents to express and develop their individual identity, in accordance with their welfare, safety and protection.
- Promote staff training and development to ensure our staff teams have the appropriate skills, knowledge and understanding to deliver specialist packages of care and support.

The Staff:

We have experienced teams of staff, who are trained to a minimum of level 2/3 Diploma in Health & Social Care, and many of them will also have specialist knowledge of Asperger Syndrome. All staff are inducted, trained, supervised and appraised in-house by experienced Senior Staff. Alexandra Homes (Bristol) Ltd is registered with City & Guilds and NCFE, and approved to deliver Diplomas and other qualifications in the area of Health & Social Care, under the Qualification Credit Framework.



The Registered Managers have qualifications in both Care and Management and they have significant residential experience and specialist knowledge of Asperger Syndrome. We also have an advisor attached to the home, who has worked in the field of Asperger Syndrome for many years and who has 25 years experience in residential care.

In addition, to support the individual needs of the residents, the organisation has a full-time Counsellor / Programme Manager, who will provide one to one sessions with residents, where this is identified as a need in a resident's care plan.

To ensure appropriate levels of care, progress and development for all residents, staffing levels will be high and will reflect the identified needs of individual residents and will be in line with the requirements of referring authorities. Staffing levels will also take account of risk assessments in relation to activities, etc.

Investors in People

Alexandra Homes (Bristol) Ltd has been assessed by Quality South West and was awarded with the Investors in Standard in December 2008 and was reapproved in May 2012, in recognition of the high standards of professional development and training of staff.



INVESTOR IN PEOPLE



Application for Employment

Please note that a high level of vetting is undertaken on candidates and that the definition of working with vulnerable adults is widely drawn.

Information for applicants:

*NB: All sections of the form must be completed.
Please use black pen to aid photocopying.*

Return Address:

Alexandra Homes (Bristol) Ltd
Recruitment
30E Cock Rd
Kingswood
Bristol
BS15 9SH

Position Details:	Position Applied For	Home Location – Please select	
		Kingswood	
		Knowle	

How did you find out about the vacancy :	
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First Name:		Mr, Mrs, Miss, Ms	
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Middle Name:	
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Last Name	
------------------	--

Home Address:	
	Post Code:

Home Telephone Number:	
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Mobile Phone Number:	
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E-mail Address:	
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Do You Drive & Hold a Current License?	
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Do you have use of a car?	
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Entitlement to Work

Do You Hold a Valid UK or European Union Passport:	
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Non UK or European Nationals Do you have proof of your entitlement to work in the UK – Please specify the nature of your entitlement.	
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National Insurance Number:	
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Assessment Questionnaire

Please circle / highlight the answer which applies to you

Are you able to work full-time shifts, including evenings, weekends and Sleeping-in duties ?	Yes	No	Not Sure
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Have you ever been the subject of disciplinary procedures or investigations ? If yes, you will be asked to provide details if selected for interview.	Yes	No	Not Sure
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Is one of your referees your last employer ? ? If yes, you will be asked to provide details if selected for interview.	Yes	No	Not Sure
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Are there any unexplained gaps in your employment history ?	Yes	No	Not Sure
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Have you ever been convicted of a criminal offence ? ? If yes, you will be asked to provide details if selected for interview.	Yes	No	Not Sure
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Can you deal positively with people who are angry or verbally aggressive ?	Yes	No	Not Sure
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Could you deal with a resident who has a history of sexual offences / presents sexualized behaviours?	Yes	No	Not Sure
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Do you have good written and oral communication skills?	Yes	No	Not Sure
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Could you report another member of staff if you felt they were mistreating / abusing a resident ?	Yes	No	Not Sure
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IMPORTANT NOTE:

This questionnaire is part of the recruitment process and failure to answer honestly could lead to disciplinary action, following appointment if subsequently answers were found to be answered falsely.

Supporting Information (please use an additional sheet if required)

1. Are you familiar with Aspergers Syndrome and Autism? Do you have any relevant experience in these areas? Please explain.

2. Why does the position of Support Worker appeal to you?

3. What personal qualities will you bring to the role?

4. How do your hobbies and interests show that you are an active, energetic and enthusiastic person?

5. At Alexandra Homes we prefer to promote from within. Do you have any particular ambitions within our company? Please explain how this would fit into our company.

6. Please describe how you have managed a crisis situation (personal or professional).

7. Please describe your experience / skills in motivating and valuing others.

8. What do you know about our company and how do you think you and your skills fit into our organization.

9. Please describe how your training and personal development supports your goals in care/support work?

10. Please advise us of any relevant career, volunteer or life experience and demonstrate how this would benefit our company and residents.

11. Please use the space below to provide any additional supporting information.

Present / most recent employer:

Name & Address of Employer:	
Start Date in the job:	
End Date in the job (if left or leaving):	
Telephone Number:	
Job Title:	
Salary:	£
Notice Period:	

Full record of previous employment:

This may be paid or unpaid. Please put most recent job first. Any dismissal or redundancy must be clearly stated. Please indicate if any previous employer or voluntary group involved with has closed down.

Name & Address of Employer Including name of contact person	Job Title	From	To	Reason For Leaving

Gaps in employment or training: Please indicate and explain any gaps since first leaving secondary education.

Date From	Date To	Reason For Gap

References:

It is the policy of Alexandra Homes to take up references when applicants are invited for interview. Please give the name and address of two referees from whom we may seek information from regarding your suitability for employment. ***If you are currently employed, one of the referees must be your current employer. Otherwise it must be your most recent employer.***

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process. Checks may also be made on the referees and their relationship to you. Family, ex/current partner, close friends are generally not acceptable referees.

Referee 1:

Name:	<small>Please circle / Highlight</small> Mr Mrs MS Miss	Position:	
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Address :	Post Code:
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Telephone Numbers:	
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e-mail:	
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Fax Number:	
--------------------	--

Relationship To You:	
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Referee 2:

Name:	<small>Please circle / Highlight</small> Mr Mrs MS Miss	Position:	
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Address :	Post Code:
------------------	-------------------

Telephone Numbers:	
---------------------------	--

e-mail:	
----------------	--

Fax Number:	
--------------------	--

Relationship To You:	
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Criminal Convictions:

Important Note:

As this post will involve substantial work with vulnerable adults, it is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any criminal convictions or cautions that you may have received, even if you may have considered these to be spent.

“Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.”

Having a criminal conviction may not necessarily mean that you will not be considered for the post. However, failure to disclose convictions on this application form that subsequently appear on a DBS check could result in your immediate dismissal if you were appointed.

Do you have any criminal convictions? :	
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If the answer is yes, please give details (including the nature of the offence(s), the date(s) and any sentence(s) given):	
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I confirm that the information provided on this application for is correct:

Signature:	
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Date:	
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Job Description

POST :	Support Worker
GRADE:	Basic Grade
MANAGED BY:	Team Manager / Assistant Team Manager / Team Leader
RESPONSIBLE FOR:	N/A

Purpose of Job:

Under the general supervision of the Registered Managers, and within the framework of current legislation from the Care Quality Commission (CQC); Essential standards of quality and safety, to share overall responsibility for the efficient organization and development of resources of the home, ensuring high quality residential care and support for the residents, in line with Alexandra Homes' policies and procedures. To enable our residents to fulfill their ambitions with a particular focus on life skills and a potential move to more independent living.

Principle Accountabilities:

1. To develop, monitor and maintain good personal relationships with residents and to meet both their physical and emotional needs in accordance with agreed care plans.
2. To assist with the management of behavioural difficulties, and adults in vulnerable situations, within appropriate boundaries, consistent with Alexandra Homes' guidelines and procedures.
3. To provide an emotionally secure, consistent, warm, supportive, homely and caring environment, appropriate to the social, cultural and religious needs of all the residents in the home.
4. To supervise and be involved in social and recreational activities of residents both inside and outside the home. To assist in the identification and assessment of the resident's individual needs.
5. To contribute, as necessary, towards preparing, implementing and reviewing planning agreements within the Support Worker System. To attend reviews as required. To assist in supporting residents to maintain regular contact with their parents, relatives and friends.
6. To ensure that all residents are aware of and have access to Alexandra Homes' Complaints Procedure and that they are protected under the Safeguarding Adults policies and procedures.
7. To assist in the maintenance of the requirements of the Homes Regulations and related legislation, the Health & Safety At Work Act, the Control of Substances Hazardous To Health Regulations (COSH) and the Fire Regulations.

8. To contribute towards the maintenance of standards of hygiene and cleanliness within the home, including the upkeep of furniture and equipment.
9. In the absence of the Manager and Senior Staff, to ensure the effective management of the financial resources of the home, working within agreed guidelines.

Supervisory Responsibility

Supervision of designated staff attached to the home on a day to day basis.

Supervision Received

General supervision will be received from the Team Manager/ Assistant Team Manager.

Contacts

With a wide range of colleagues within the organisation and external professionals; Social Workers, Health professionals and visitors to the establishment.

Equal Opportunities

The post-holder will be required to use his/her initiative in ensuring that the Company's Equal Opportunity policy and procedures are implemented in the work area, both in his/her own work and in that of staff managed by the post-holder.

Safety

The post holder is covered by all relevant provisions of the Health and Safety at Work Act and regulations made under it. As far as reasonably practicable, the Post-holder must ensure that safe working practices are adopted by employees and in premises for which the post-holder is responsible, as defined in the company's Health and Safety Policy, to maintain a safe working environment for employees and service users.

Flexibility

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

Personal Development

All employees should have a personal commitment to, and a shared responsibility for, their own development and training needs.

Information

All employees are expected to report, record and transmit information in an accurate, confidential and safe manner in accordance with the Data Protection Act using information technology as appropriate.

Received by (Name).....

Signature

Date.....



Employee Specification

POSITION: Residential Support Worker

Essential (Must Have)	Desirable (Should Have)	Advantageous (Could Have)
<p>An appreciation of the needs of vulnerable adults.</p> <p>The ability to form and maintain good working relationships with team members and service users.</p> <p>The ability to present a professional relationship in a caring and accepting manner.</p> <p>The ability to deal with challenging and 'acting out' behaviour from service users.</p> <p>The Ability to benefit from training.</p> <p>A willingness to identify and develop job-related training and development needs.</p> <p>A commitment to working in a anti-discriminatory manner.</p> <p>Effective oral and written skills.</p>	<p>Experience of work with vulnerable adults in a residential setting.</p> <p>An ability to reflect on own life experience.</p> <p>Experience of working in a multi-racial environment.</p> <p>Knowledge of Asperger Syndrome</p> <p>A desire to improve on own skills and expertise.</p> <p>A desire to rise up within the company.</p>	<p>An NVQ Level 2/3 in care.</p>

Special Consideration:

- Applicants must be able to work shifts, unsociable hours, i.e. weekends and Bank Holidays and be able to sleep-in.
- All posts are subject to satisfactory Criminal Records Bureau Enhanced Level Disclosure Checks.



Alexandra House
250 Wells Road
Knowle
Bristol
BS4 2PN

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T: 0117 9602665 (Staff Duty Office)
T: 0117 9609222 (Admin Office)
F: 0117 3035145
E: alexandra.homes@btconnect.com
W: aspergercare.co.uk

Dear Applicant

Re: Immigration, Asylum and Nationality Act 2006

It is a requirement that before employment commences, prospective employees provide the Company with confirmation of their eligibility to work in the UK by providing the relevant original document or documents detailed in either List A or B below.

Consequently, would you please tick the appropriate box detailing which original document or documents you intend to bring with you to your interview. Copy documentation is not acceptable. The document(s) will then be checked and a copy will be taken and retained on your personnel file should your job application subsequently be successful. If you are not successful, the document(s) will be destroyed.

A document or documents provided from List A establish that you have an ongoing entitlement to work in the UK. If you are not subject to immigration control, or you have no restrictions on your stay in the UK, you should be able to produce a document or the specified combination of documents from List A. If, however, you have restrictions on your entitlement to be in the UK, you will need to produce a document or the specified combination of documents from List B. In this case, if your application is successful and you start work for us, the Company will repeat the check on your eligibility to work in the UK at least once every twelve months, until either you provide a document from List A or you leave the Company's employment for whatever reason.

List A

- A passport showing that you, or a person named in the passport as your child, are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or a national identity card showing that you, or a person named in the passport as your child, are a national of a European Economic Area country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card or document issued by the Home Office or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.
- An Immigration Status Document issued by the Home Office or the UK Border Agency to you with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

- A full birth certificate issued in the UK which includes the name(s) of at least one of your parents, **when**

produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

- A full adoption certificate issued in the UK which includes the name(s) of at least one of your adoptive parents, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government Agency or a previous employer.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A letter issued by the Home Office or the UK Border Agency to you which indicates that you are allowed to stay indefinitely in the UK **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

List B

- A passport or travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the type of work in question.
- A Biometric Residence Permit issued by the UK Border Agency to you which indicates that you can stay in the UK and are allowed to do the work in question.
- A residence card or document issued by the Home Office or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- A work permit or other approval to take employment issued by the Home Office or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the work in question, or a letter issued by the Home Office or the UK Border Agency to you or the Company confirming the same.
- A Certificate of Application issued by the Home Office or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that you are permitted to take employment which is less than six months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Application Registration Card (ARC) issued by the Home Office or the UK Border Agency stating that you are “allowed to work” or “employment permitted”, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office or the UK Border Agency to you with an endorsement indicating that you can stay in the UK, and are allowed to do the type of work in question, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A letter issued by the Home Office or the UK Border Agency to you or the Company, which indicates that

you can stay in the UK and are allowed to do the work in question **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

You should note that, unless the original document or documents referred to above have been produced, no offer of employment will be made.

Yours sincerely

John Duggan

Registered Manager