



St Catherine's House
Woodfield Park
Tickhill Road
Balby
Doncaster
DN4 8QP

Dear Applicant

Re: Care Support Worker

Thank you for your enquiry with regards to becoming a care support worker with Woodfield 24 Care Services. Please find enclosed the application form together with the Job Description and Job Specification. If you decide to proceed with your application, please ensure your application form and all other documents are returned to the address below:

Natalie Palmer
Registered Manager
Woodfield 24 Care Services
St Catherine's House
Woodfield Park
Tickhill Road
Balby
Doncaster
DN4 8QP

Thank you for the interest you have shown in working for Woodfield 24 Care Services and we look forward to receiving your completed application form.

Yours faithfully

Natalie Palmer
Registered Manager

Woodfield 24 Care Services are an equal opportunities employer, which means that we are committed to providing equality of opportunity in employment to all persons.

APPLICATION FORM - Flourish Enterprises Ltd – Woodfield 24 Care Services

The recruitment process within this organisation has a minimum of two stages.

The completion of this application form is part of stage 1, stage 2 includes an interview and a written test, stage 3 includes sending for references, DBS and Occupational Health clearance.

PLEASE COMPLETE FULLY AND IN CAPITALS.USING BLACK INK

Position applied for: Care Support Worker	
Full-time / part-time (please circle which you want to work)	Preference of hours: Days/ Nights Mornings/Afternoons/Evenings Weekends only (please circle which you are able to work)
Surname:	First name(s):
Previous surnames (Supply documentary evidence e.g. marriage certificate, deed of name change etc):	
Current address:	
Post code:	Moved to this address on (date):
Previous address Note: For Criminal Record check purposes, addresses covering the five years up to the application date must be supplied. If necessary, use another sheet of paper.	
Post code:	Moved to this address on (date):
Telephone number (home):	Telephone number (work - <i>will be used with discretion</i>):
Email:	
Own Transport (Yes/No): How long has your licence been held?	Clean current driving licence: Endorsements:

EDUCATION

School/College/University	Examinations Passed/Qualifications gained
	<i>(Please supply copies of certificates)</i>

TRAINING HISTORY

Date of Qualification	Location/Details	Notes
	<i>(Please supply copies of certificates/membership details)</i>	

SHORT COURSES ATTENDED

Subjects	Location

EMPLOYMENT HISTORY

Current/most recent first, information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

Name and address of your most recent/last employer:	
Date employed:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
Name and address of Employer prior to the employer listed above:	
Date employed:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
Name and address of Employer prior to the employer listed above:	
Date employed:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
Other roles (use additional sheet):	

Please give details of relevant experience. This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available.

REFEREES

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

Current or most recent employer

Name:	
Address:	
Post code:	
Tel No:	
Job title:	

Previous employer to the one above

Name:	
Address:	
Post code:	
Tel No:	
Job title:	

CRIMINAL RECORD

Workers of The Agency will be subject to a Police Record Check through the DBS. Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions.

You will not be eligible for work in a Care setting if you are on the DBS Register(s).

Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below.

SIGNATURE and DECLARATION – IMPORTANT – READ BEFORE SIGNING

I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.

I understand that I cannot be offered a post until a satisfactory response has been received with respect to my DBS Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS. By my signature, I authorise the organisation to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred Care workers, or withdrawal of any registration required by my employment status.

Signed: _____

Date: _____

Job description – Woodfield24 Care support worker

Woodfield24 Care Services are part of Flourish Enterprises, a social enterprise based in Doncaster, providing a range of services to local communities.

Job purpose

To provide person centred, outcome focussed care and support to people with care needs and their carers, in line with the policies and procedures of Woodfield24 and of any partner agency as appropriate, for example, where services are provided in partnership with a local NHS trust. The job description is a broad description of the duties a care support worker will be expected to perform with some examples given for what the main duties actually involve. The exact duties will be agreed before the care support worker begins providing support and will be set out in a care plan. Induction and training will be provided.

Job title: Care support worker

Responsible to: Registered Manager/Deputy Manager

Employed by: Woodfield 24 Care Services

Main aims of the post

- To provide support to people with care needs and their carers including emotional support.
- To provide care in a manner that supports the person to retain their independence through supporting, assisting and enabling, ensuring dignity and integrity of the service user is maintained at all times.
- To provide support to carer and family through supporting, assisting and enabling them to care for their relative and address their needs as part of a health or social care team or in the context of a multi-agency pathway
- To provide personal care across a range of care needs, as required within the services provided by *Woodfield24*.

Duties to include:

To assist with personal hygiene, for example helping the person with care needs to have a wash, to go to the toilet or to care for their skin or hair.

To assist with dressing/undressing and personal appearance.

To assist with mobility and the moving and handling of people including use of wheelchairs, hoists.

To assist with any treatment, therapeutic or care programme designed by a health or social care practitioner.

To provide emotional support, companionship and a safe environment for those in need of supervision and help.

To carry out basic first aid where required and summon emergency services.

To people to maintain adequate nutrition by preparing snacks and drinks and provide assistance with eating and drinking where appropriate.

Provision of care to people with specific needs after appropriate training, where such tasks do not exceed the broad remit or level of responsibility of this post.

Health and safety

To implement, operate and maintain safe systems of work in accordance with *Woodfield 24* and where appropriate partner agency policies, procedures and guidance, training and associated risk assessments.

To report to the Registered Manager or Registered Nurse on duty, within partnership working arrangements, any situations or issues of concern relating to significant foreseeable risks, incidents (including near misses) and/or accidents in relation to safe systems of work.

General

To maintain records (e.g. care plan and records held in the person's home) where necessary, ensuring these are accurate, up to date and completed in a timely manner.

Access to a telephone, computer or equivalent (e.g. tablet) and the internet to enable effective contact with the service base and others.

To ensure confidentiality is maintained at all times, in keeping with the Data Protection Act (1998) and the *Woodfield24* confidentiality policy.

To be committed to safeguarding and to report any concerns about abuse or the welfare and safety of any adult or child at work to the Registered Manager or Registered Nurse on duty at the time.

To work at all times within the values and policies of *Woodfield24* and where appropriate partner agency policies and procedures

To comply with the Health and Safety at Work Act 1974.

Respect the personal choice and lifestyles of colleagues, carers and people with care needs, ensuring that Equal Opportunities principles are applied at all times.

To promote a positive approach to all aspects of your role.

To have and participate fully in an annual performance and development review.

To take responsibility for and fulfil your own work plan and objectives.

To participate in regular 1:1's with your line manager to discuss your work performance.

To identify gaps in knowledge or need for additional training.

To undertake basic or additional training, or lifelong learning to ensure you are up to date with your knowledge and practice skills, to fulfil your role effectively.

RELEVANT INFORMATION ABOUT THE FAMILIES WHO RECEIVE CARE WILL BE GIVEN TO STAFF, IT IS IMPERATIVE THAT CONFIDENTIALITY BE RESPECTED.

Person specification	Essential/ desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Commitment to undertaking Health and Social Care Diploma level 2 or 3 within 2 years • Health and social care Diploma level 2 or 3 	<p>Essential</p> <p>Desirable</p>
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Caring nature with a genuine desire to work in care • Patience • Friendly and able to communicate with people from all ages and backgrounds whilst maintaining appropriate personal boundaries • Ability to work as part of a team, able to take direction from others and report issues as appropriate • Good written communication skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Experience and knowledge</p> <ul style="list-style-type: none"> • Understands the importance of confidentiality • Understands health and social care values • Previous experience of working in health or social care • Previous experience of domiciliary care • An understanding of health problems affecting the users of our services • Understanding the needs of carers 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p>Attitudes</p> <ul style="list-style-type: none"> • Demonstrates excellent value base • Flexible approach to working hours to meet the needs of the service • Commitment to working in partnership with service users, carers and family members and other professionals to achieve desired outcomes 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Other</p> <ul style="list-style-type: none"> • Ability to travel • Full driving licence with use of own vehicle • This role is subject to an Enhanced Disclosure (DBS) 	<p>Essential</p> <p>Desirable</p> <p>Essential</p>