

# Candidate **Information Pack**



We're supporting

AGE POSITIVE

John Thomson House, Glencairn Street, Motherwell, ML1 1TT ■ Tel (01698) 244344 Fax (01698) 244345

Registered Company № 125649

Scottish Charity № SC 008731

Email [care@vamw.org](mailto:care@vamw.org)

Web [www.vamw.org](http://www.vamw.org)

Dear Applicant

**Post: Potential Living - Support Worker**

Thank you for your interest in working with VAMW Care, I have enclosed for your information;

- Job Description
- Bill of Wrongs
- Obligations to the people we support

Also enclosed is an Application Form, which should be completed and returned as soon as possible.

Please note as this is an open vacancy you will only be contacted if you are selected for interview.

Should you be successful at interview stage we are required to seek 2 references, 1 of which must be from your current or most recent employer and pending satisfactory references being returned we are required to carry out a Protection of Vulnerable Groups (PVG) check before you can progress to the next stage of the recruitment process which is the Matching Process.

All candidates must pay for their own PVG check and at present this costs \*£59.00 for non-members and \*£18.00 for a membership scheme update. Please note if you are already a PVG Scheme member we will be required to see your original PVG form.

We look forward to receiving your application, and once again many thanks for your interest in working with VAMW Care.

Yours faithfully

VAMW

The VAMW Care Team

Encs

\* Prices subject to change by Disclosure Scotland – applicants will be advised of any price increases.



*A Charity Limited by Guarantee  
Providing care and support for people with learning disabilities*

# VAMW CARE

## SUPPORT WORKER JOB DESCRIPTION

(Potential Living)

*Accountable to: Project Manager/Team Leader*

*Hours of Work: Variable*

### *Main Objectives*

- To provide high quality support to people using our service in line with the organisations philosophy and principals.
- To participate in the support planning process, ensuring that people receive the type and amount of assistance they need to live in safety and dignity.
- To work closely with other team members to ensure a co-ordinated approach is adopted in relation to how services are delivered.

### **Responsibilities**

- To encourage positive attitudes towards people with learning disabilities at all times.
- To provide direct practical help, support and guidance in whatever areas people have been identified as having a need or expressed a desire.
- To support people to participate in and contribute to community life.
- To be involved in the person centred planning process for individual service users.
- To support people to develop and maintain relationships with family and friends.
- To be available for staff supervision when required.
- To adhere to fire regulations and to standards of health and safety at work.
- To be aware of the confidential nature of the work and act accordingly.
- To work flexibly in response to the needs of the people and the service in consultation with your line manager.

To adopt key worker responsibilities for individuals living in the project as defined by the key worker system and the project manager.

# VAMW CARE

## POLICY STATEMENT

*VAMW CARE embraces “The Bill of Wrongs” along with our “Philosophy” and “Obligations To The People We Support” therefore adopt all three of them as part of our constitution. This is to ensure that the people we support and care for live happy and fulfilled lifestyles.*

### ***The Bill of Wrongs***

It has often been noted in this country that we are subjects of the monarchy and not citizens with rights. A bill of rights for the general population does not exist. Disability rights are slow in coming. It is therefore problematic when a service tries “ to make local laws” giving people with learning difficulties rights. In this political environment, it is easier to point out what is “wrong” rather than what is “right”.

- 1) It is WRONG to move you or make other major decisions without helping you to voice your views.
- 2) It is WRONG for anyone to decide to spend your money for you without asking.
- 3) It is WRONG to give you medical treatment without your consent.
- 4) It is WRONG to have to put up with physical or sexual abuse.
- 5) It is WRONG for your key worker to change without asking you.
- 6) It is WRONG to feel afraid in your own home.
- 7) It is WRONG to be disbelieved when you want to be listened to.
- 8) It is WRONG to be stopped from complaining.
- 9) It is WRONG to be stopped from seeing anyone you want.
- 10) It is WRONG to be denied opportunities to go out and enjoy yourself because of your behaviour.
- 11) It is WRONG to have your possessions taken away.
- 12) It is WRONG to be locked in your room.
- 13) It is WRONG for your views and choices to be ignored.
- 14) It is WRONG to be denied knowledge of your rights, or information about your treatment and service options.
- 15) It is WRONG for anyone to shout at you, or be rude.
- 16) It is WRONG to be discriminated against because of your gender, religion, race, culture or disability.
- 17) It is WRONG to have to live with someone you don't like.
- 18) It is WRONG for you not to have access to meetings, which concern you.

# VAMW CARE

## MISSION STATEMENT

*“That all may reach their potential”*

VAMW Care aims to provide the highest quality support and accommodation to adults with learning disabilities in the Motherwell and Wishaw area.

We will do this by enabling the people who use our service to pursue a community-based integrated lifestyle of their own choice. By providing the type and amount of support that people require to live in safety and dignity in a person centred way we will empower them to be in charge of their own lives.

## PHILOSOPHY

Service should be based on a clear statement of values that is accepted and understood throughout the organisation.

The values underpinning our efforts to provide the best possible service have their foundation in the belief that to do this you must add something which cannot be bought or measured with money. That is sincerity, integrity and a recognition and understanding of the common humanity shared by us all regardless of disability.

## OUR OBLIGATIONS TO THE PEOPLE WE SUPPORT

*We acknowledge that in order to assist you effectively we must earn your trust and the distinction of being your ally by...*

- Treating you with respect and listening carefully to you so that we can keep getting to know you better.
- Learning with you about your interests and preferences and working with you to ensure a safe, decent base for your participation in community life
- Learning with you about the kind, amount and style of assistance you need to live successfully in your home and your community
- Recognising the social, financial and personal barriers to the kind of home life you want and assisting you to work to overcome them
- Understanding the vulnerabilities to your well-being that result from your disability and your personal history and carefully negotiating safeguards with you that balance risk and safety in a responsible way
- Being flexible and creative with all resources available to us to respond as your interests, preferences and needs change
- Keeping responsibilities clear so that, in every area in which we work together, you and

we know what you will contribute, what your family and friends will contribute, and what assistance and support we will contribute

- Minimising our intrusion in your life by periodically checking to make sure that we are not doing unnecessary things or doing necessary things in intrusive ways
- Following through on our commitment to you and not making promises that we can't keep
- Sticking with you in difficult times
- Learning from our mistakes

*We recognise that social, legal and service developments open many new possibilities for people with learning difficulties and we accept responsibility to...*

- Provide you with information
- Invite and encourage you to try new experiences
- Invite and encourage you to widen your circle of friends and contacts
- Hold high expectations for the quality of your life as a full citizen and community member
- Stretch our own awareness of possibilities by actively seeking contacts with people involved in building up our communities and with people who are developing more effective and practical ways to assist people with disabilities

*We know that you could find yourself in conflict with others: neighbours, landlords, other service providers, or the law. In these conflicts we recognise our responsibility...*

- To be on your side, in the sense that we will assist you to achieve the best resolution of the conflict possible in the circumstances
- To assist you to understand the conflict and to consider alternatives for its resolution
- To assist other parties to the conflict to understand your position
- To consider adjusting the kind or extent of the assistance we offer you if that adjustment will help to achieve a satisfactory resolution of the conflict

*We realise that you may disagree with us or be dissatisfied with our assistance to you and we accept responsibility to...*

- Negotiate openly with you in search of mutually satisfying outcomes
- Try new ways to assist you and then check to see if the new approach has good results
- Work hard to understand your communications about the adequacy and acceptability of assistance, especially when you can express yourself better through your behaviour than in words
- Assist you to explore other sources of assistance if you want to do that