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PATRON- Roger Jefcoate CBE DL

Dear Applicant

Thank you for your enquiry regarding employment at CEDA. In this download you will find the forms to complete to move your application on and more information about the opportunities at CEDA.

We pride ourselves on delivering quality services and have high expectations of all our staff, to reflect this we have a vigorous recruitment process which consists of:

- Application form
- Interview
- Trial across all services
- Shadow Shift

Hours within in the hub can be up to 5 days per week Mon-Friday 9am-4pm. Community shifts are varied and matched 1-1 with the person you are working with up to 6 days a week available.

Hub hourly rate is £7.58 to £8.60 depending on responsibilities. Under 21 years old may be lower than rates advertised. You will work within a team for hub based shifts.

Community hourly rate is £8.21 up to £9.19 depending on experience and responsibilities. Within community a lot of your work is 1-1 with a service user and involves lone working.

Your application will be reviewed within 3 weeks and you will be informed if you have been selected for interview or not.

We look forward to receiving your completed application.

The CEDA Team

CEDA APPLICATION FORM

Private & Confidential

Applications are invited from people from all sections of the community, irrespective of their marital status, sexuality, age, gender, disability, race, colour, nationality, ethnicity, national origins, or religion, who have the necessary attributes to carry out the job.

Post applied for:

Full name:

Address:

Postcode:

Tel number/s:

Email address:

Do you have a full driving licence? Yes No

If yes, does it have any endorsements, i.e. points? Yes No

QUALIFICATIONS/ EDUCATION/ TRAINING

Please give details of the qualifications you have achieved plus details of any relevant short courses that you have attended with details of training providers and dates:

WORK HISTORY

Name & address of employer	From	To	Main Duties	Reason for Leaving

SUPPORTING INFORMATION

In no more than 500 words please outline what you consider to be the main barriers that disabled people face in their everyday lives? As a CEDA employee how would you use your skills and experiences to support disabled people to overcome these barriers?

REFERENCES

Please give name, address, telephone number/s and email address of two referees, one of whom should be your present/most recent employer. References may be taken up before the interview, unless otherwise stated. Also in relation to working with children, young people and vulnerable adults we will be seeking information about any past disciplinary issues relating to child/vulnerable person protection concerns you may have been subject to. If you have any concerns about this please contact us on 01392 360645.

1.	2.
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In what capacity do you know this referee?	In what capacity do you know this referee?
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How did you find out about the post?

DECLARATION

The position for which you are applying involves contact with children, young people and vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions, including any that would otherwise be considered "spent" under the Act.

1. Have you ever been convicted of any offence or "bound-over" or given a caution?

Yes No

If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

- 2. I acknowledge that an appointment, if offered, will be subject to satisfactory medical clearance.
- 3. I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level.
- 4. I confirm that I do not live with anyone who has been disqualified from working with children.
- 5. I declare that the information given on this form is correct and understand that, on appointment, any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.

Signature Date.....

Please could you indicate the type of hours that you are seeking, this will help us establish whether any of our vacancies are suitable for you at this time:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	All year	Term time	Hols
am										
pm										
evening										

Preferred number of hours per week _____ Preferred number of days per week _____

Community Enabler Job Description

This job description is a generic description of the core role and duties of a Community Enabler. The application and induction process will allow you to tell us more about yourself and we will then be able to work with the person and yourself to match your skills, interests and personality. Every person will have an additional information about their support needs and desired outcomes which, when added to this core job description, will give a more detailed definition of what your role with the person will be.

Accountability

Your primary accountability is to the person. This accountability will be enhanced by your relationship with the Community Services Manager and the person's circle of support. Where the purchaser of the service is not the individual (i.e. this is a service commissioned by a third party such as a care manager) you will also be accountable to them in ensuring that your role is in line with the goals set within that commissioning framework.

Purpose of Job

To work for the person in a variety of settings to pursue vocational and recreational activities and develop new & existing skills and interests. To work either with the person alone or as part of a small team in person centred ways to enable the person to achieve the goals they have set and the outcomes that have been agreed. This will ensure that the person's life continues to move in the direction of their choosing.

Main Responsibilities:

- To develop and maintain a close and positive relationship with the person and their circle of support.
- To at all times communicate respectfully and appropriately to, with and about the person in ways which make sense to and for them.
- To ensure at all times that the provision is as invisible as possible within the person's life.
- To ensure you work with the person in a way which **make sense** to and for them, and to support the person to understand and make sense of their world
- To ensure that, in working for the person, we remain outcome and solution focussed.
- To model and encourage inclusivity at all times, and particularly when out in the community.
- To enhance the opportunities available to the person through the use of natural supports and their own communities, to avoid dependency or over-reliance on paid support.
- To facilitate opportunities with the person which support them to feel safe and well
- To continually seek and implement ways in which to ensure that the person retains and enhances their control over their own life.
- To encourage and use creative thinking in order to avoid becoming complacent or "stuck".
- To ensure that, where you are working for more than one person, each service remains entirely particular to that person's individual requirements.
- To ensure that the person is treated at all times as an individual, recognising their right and capacity to make choices and their rights to individuality, dignity, respect, relationships and to enable the person to take on the responsibilities, with support where required, associated with these rights.

Core Duties:

This list will be supplemented with other key duties which will be personal to the individual, once you have been matched with them.

General core duties may include:

- Enabling people to connect with services and people in their local community and develop positive links with the eventual aim of the person sustaining these more independently.
- Promoting citizenship and enabling the person to be a valued and valuable member of their local and wider community.
- Working with other mainstream and specialist service providers to enable the person to achieve their goals.
- Giving guidance and information about opportunities which make sense for them and reflect their interests, skills and aspirations, which the person may have not previously considered.
- Working alone with the person in ways which maintain their safety and in line with organisational policies and procedures.
- Working with the person to develop positive opportunities and developing risk management strategies which enable the person to get the most out of each opportunity they pursue.
- To ensure that the person's individual records are kept up to date and that all organisational policies and procedures as regards the population and storage of information are upheld.
- To at all times communicate respectfully with and about the person, and to ensure that communication with others is carried out in ways which keep the person at the centre and also work in line with organisational and legislative guidance and directives.
- To work to an agreed plan, deviating only when agreed with the full involvement of the person, their circle of support and CEDA.
- Support to attend activities such as:
 - Going to the gym
 - Attending appointments
 - Leisure pursuits
 - Shopping
 - Socialising
 - Meeting with friends/family
 - Swimming
 - Vocational opportunities
 - Walking
 - Use of public transport
 - Supporting the person to eat, drink and with any personal support they may require.
 - Attending classes, college, and other organised activities
 - Supporting the person to live independently in their own home and to develop new skills in this area.
 - Supporting the person to manage their own resources in a positive way (both on a day to day basis and/or for long term aspirations) and keeping accurate records as required.

Organisational Duties

- To work in flexible patterns as required
- To represent the organisation a way that reflects its values and ethos at all times
- Attend meetings as required
- Attend supervisions and appraisals

- Undertake training and development opportunities as required
- Keep accurate records
- To maintain effective communication with the Community Services Manager and other relevant people
- To make yourself aware of, and adhere to, organisational policies and procedures at all times.

JOB DESCRIPTION

Post: ACTIVITY HUB ENABLER
Responsible to: Team Leader/ Activity Hub Manager

Purpose of post:

To work with the Enabling Team to provide a person centred, caring, secure environment for disabled adults to access learning and social opportunities in order to achieve the aims and objectives for each individual as identified in their individual personal plans.

Key Areas:

- To work in a person centred way, always taking the lead from service users to meet their needs
- To ensure that the Service users & Service user welfare is a priority in all work undertaken
- To work within a team of enablers
- To support tutors in sessions or lead sessions as appropriate
- To engage in organisational development
- To take advantage of personal development opportunities

Service Users

Service users and their wellbeing are at the core of all activity. It is the enabler's role to ensure that on a day to day basis all their needs are being met, particularly during sessions. Confidentiality must be maintained at all times.

Ensure that you have a good knowledge of CEDA's Safe Guarding Children and Young People policy and Safe Guarding Vulnerable adults' policy and that your working practice adheres to this policy at all times.

To report any incidents/observations/concerns/allegations to the senior member of staff as specified in the Safe Guarding Children and Young People policy and the Safe Guarding Vulnerable Adults Policy.

Physical needs of the Service users

- All work must be undertaken in a person centred way, putting the service user's needs and wishes at the centre of all the work undertaken.
- Ensure that the physical wellbeing of all the Service users is being met, as directed by the senior enablers.
- Contribute to the development of care plans for the Service users and assist the senior in updating all records
- Ensure all care plans are being adhered to at all times

Emotional needs of the Service users

- Ensure that the emotional needs of the Service users are being met, report and record all concerns in the appropriate manner.
- Ensure that you respond to the service user's emotional needs in a person centred way

Link Worker

- To take the lead role with individual service users as a link worker, helping service users identify individual personal goals and creating an Individual Development Plan (IDP) and taking an enhanced role in their wellbeing and progress whilst at CEDA.
- Organise and attend your user's review held at least once yearly.

The Team

As a member of the enabling team you are responsible for working as part of the team, under the direction of the Senior Enablers and the service manager. As a team member you will have the responsibility of contributing to the welfare of the team.

- Work with the team to ensure that all duties are carried out effectively and fairly
- Work with the team to resolve problems
- Attend regular enabling team meetings
- Speak to your Line manager if you have any concerns about the team.

Session Support/Session leading

- Lead sessions as agreed with your line manager, ensuring that sessions are of a high quality and meet the aims and objectives of each Service user's Individual Personal Plan.
- Support sessions as directed by your line manager

Personal Development

- Ensure that your personal development needs are being met.
- Complete and maintain your skills around the common induction standards as set out in your training plan.
- Attend training opportunities when requested to enable these standards to be met.
- Update and review your training plan on a regular basis.
- Contribute to organisational development as appropriate

ENABLER PERSON SPECIFICATION

	CRITERIA	ESSENTIAL/ DESIRABLE
Personal Qualities	Belief in the right that the person has to be at the centre of their life and their provision	Essential
	Values personal choice and independence	Essential
	Personable, friendly, sense of humour, imaginative, enthusiastic and motivated	Essential
	Valuing individuality & diversity	Essential
	Positive risk taker	Essential
	Reliable and punctual	Essential
	Empathetic	Essential
	Strong sense of fairness and integrity	Essential
	Trustworthy and responsible	Essential
Skills & Abilities	Able to communicate in a variety of ways, particularly with people who are hard to reach	Desirable
	Able to cope well in difficult or complex situations	Essential
	Able to work within agreed plans in an outcome/solution focussed manner	Essential
	Able to contribute to planning in a creative, person centred way	Essential
	Effective team member	Essential
	Able to question and challenge appropriately	Essential
	Able to work with and respond positively to people with behaviour that may challenge	Desirable
	Able to adapt to new situations appropriately	Essential
	Basic I.T. Skills	Essential
	Organisational skills	Essential
	Able to work with people in groups and on a 1:1 basis	Essential
	Skills in advocacy	Desirable
	Able to support service users to undertake challenges	Essential
Knowledge	Knowledge of local community and what is available	Desirable
	Knowledge about the needs which people with particular conditions may have	Desirable
	Knowledge of personalisation agenda, social model of disability and other approaches together with relevant legislation	Desirable
	Knowledge and understanding of the history of disability	Desirable
	Knowledge of some of the communication techniques used by people with complex disabilities	Desirable
Experience	Involvement in the lives of people with disabilities	Desirable
	Experience of working with disabled teenagers and children	Desirable
	Experience of Lone Working	Desirable
	Working in person centred ways	Desirable
	Enabling people to set and achieve personal goals	Desirable
	Multi-agency working	Desirable
	Responding to people with high support needs	Desirable
	Supporting people in new or different environments	Desirable
Education/ Quals	Level 2 or above/other health/social care/play related qualifications	Desirable
	Common Induction standards/ Care Certificate	Desirable
	Evidence of a good general standard of education	Essential
	Commitment to undertake relevant training	Essential
	Car driver, full, clean licence	Desirable
Other	Understanding of and commitment to the values and ethos of CEDA as an organisation	Essential
	Ability to work flexibly including days, evenings, weekends and overnight.	Desirable
	Use of own car	Desirable