

Kehelland Trust Role Profile

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| Position | Horticultural Support Worker |
| Version | 3 |
| Date | February 2018 |
| Purpose of Role: | The Horticultural Support Worker has day-to-day responsibility to ensure that, in liaison with the Horticultural Coordinator, undertake all horticultural tasks as specified in the annual Horticulture Plan. To ensure that all Health and Safety requirements for these tasks are met. To ensure that all tasks are carried out according to the needs of the Service Users and provide all aspects of care and support for your group as detailed within the Individual Support Plans. |
| Reporting | |
| Reports directly to: | The Senior Horticultural Support Worker and Horticultural Coordinator |
| Direct accountability for the following roles: | 1. Trainees and volunteers within the horticultural areas. |
| Accountabilities | |
| | <ol style="list-style-type: none"> 1. To treat people with care, respect and dignity at all times. 2. To work as part of a team undertaking all necessary checks relating to Health & Safety. 3. To comply at all times with all Health & Safety legislation. 4. To report and inform the Team Leader of any faults or maintenance issues relating to the internal and external horticultural areas. 5. To work at all times within the Trust's policy on the Protection of Vulnerable Adults & Safeguarding. 6. You will need to be flexible in time and duties and location, as required by the service and individuals using the service. 7. To undertake, when required, other duties not specifically mentioned in this Role Profile that are deemed reasonable for the level of accountability. 8. To ensure that all records are maintained accurately and in line with the Trust Record Keeping Policy and Procedures. |
| Key Competencies | |
| Personal Development: | <ol style="list-style-type: none"> 1. Assist with the planning and implementation of changes to the core service offering. 2. To support and encourage people in their daily activities as stated in their Individual Support Plans. 3. Manage your own resources and professional development, taking part in annual appraisal and continuing professional development. 4. To be aware of and demonstrate adherence to Policies & Procedures e.g. Code of Conduct, national legislation, Health & Safety and Safeguarding. 5. To work successfully as a member of a team supporting people using services, participating in and contributing to team meetings. |
| Role Specific Competencies: | <ol style="list-style-type: none"> 1. To organise own workload to ensure that deadlines are adhered to using effective time management techniques. 2. To be flexible to ensure that the service is delivered efficiently and a willingness to undertake other duties to maintain service delivery if requested. 3. Ensure that the service is Customer Focused and continually reviewed so that any improvements are quickly identified and implemented. 4. To carry out general duties of a care and support worker. 5. To have an aptitude for supporting people with their personal care and mobility needs and provide practical help with the use of care aids and equipment. 6. An ability to undertake manual and person handling duties. |
| Internal and External Communication: | <ol style="list-style-type: none"> 1. To ensure effective communication with staff, customers and external partners. 2. Evidence of the successful use of communication skills and ability to be diplomatic. 3. Evidence of an approachable manner and an aptitude for supporting people with learning disabilities. 4. To represent the Trust positively and promote the ethos of the Trust. 5. Continually promote Equal Opportunities in line with the Trust Equality and Diversity Policy. |

Kehelland Trust Person Specification

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| Position | Horticultural Support Worker | |
| Version | 3 | |
| Date | February 2017 | |
| CRITERIA | ESSENTIAL | DESIRABLE |
| Education and Qualifications | <ol style="list-style-type: none"> 1. Horticulture Level 2 or equivalent and/ or minimum 2 years horticultural experience. 2. Requirement to have knowledge of or be prepared to undertake training for the following: <ul style="list-style-type: none"> • Health and Social Care Qualification • Horticulture Qualification • First Aid • Manual Handling • Health & Safety • Equality & Diversity • Safeguarding • Common Induction Standards | <ol style="list-style-type: none"> 1. NVQ 2 Health and Social Care. 2. First aid and manual handling qualifications. 3. Safeguarding Training. 4. Good level of IT skills. |
| Previous Experience | <ol style="list-style-type: none"> 1. Previous horticultural experience. 2. To be able to demonstrate knowledge and experience of working within a care/ support setting. | <ol style="list-style-type: none"> 1. Experience working with people with learning disabilities/ physical disabilities, elderly and/ or people with anxiety and depression. |
| Knowledge | <ol style="list-style-type: none"> 1. Commitment and understanding of Equality and Diversity. 2. To be able to understand data effectively. 3. Demonstrates ability to read and write routine reports and records. | <ol style="list-style-type: none"> 1. Previous experience and/or knowledge of working with a charity. 2. Experience in the completion of Needs Assessments, Care Plans and Risk Assessments. |
| Skills | <ol style="list-style-type: none"> 1. Able to work using own initiative and accept responsibility for own decision making. 2. Ability to plan and prioritise own workload. 3. Ability to cope well under pressure. 4. Be prepared to undertake personal development and training opportunities. 5. Excellent communication skills. | <ol style="list-style-type: none"> 1. Demonstrates ability to input information using a computer. |
| Other | <ol style="list-style-type: none"> 1. Subject to a clear DBS list check. | <ol style="list-style-type: none"> 1. Full driving license. 2. Access to own car. |