

# Trust Housing Association

## JOB OPPORTUNITIES

# Housing, Care and Support Provider



### RECRUITMENT OPEN DAY

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We're hiring in Stornoway, learn more about working with Trust at our open day on Tuesday 29th January.

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### JOB ROLES AT TRUST

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We have roles supporting older people with both part-time and casual opportunities available.

If you're new to health and social care, we provide full training and support to help you gain professional qualifications in a supportive environment.

### BENEFITS WORKING HERE

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Learn more about the terms and conditions we offer to our contracted staff.

### TRAINING & DEVELOPMENT

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We provide comprehensive training so employees can flourish and achieve their full potential.

## WHY WORK WITH US?

WE KNOW THAT IF YOU COME AND JOIN US AT TRUST YOU'LL RECEIVE A WARM WELCOME, WORK WITH SOME VERY LOYAL AND COMMITTED COLLEAGUES AND CONTRIBUTE POSITIVELY TO MAKING LIFE BETTER FOR OUR TENANTS.

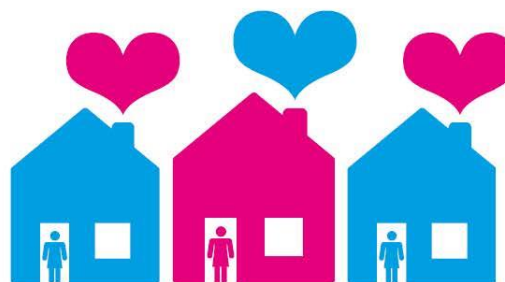
# 29<sup>TH</sup> January 2019 - RECRUITMENT OPEN DAY



## We're hiring in Stornoway

Come along to our open day on Tuesday 29th January

Trust Housing Association, Matheson Road, Stornoway, HS1 2LA between 1 pm—4pm to learn more about Trust Housing and find out about the jobs opportunities we have available.



- Good hourly rates & holidays
- Paid training
- Flexible and part-time hours

For more information visit us at  
[www.trustha.org.uk](http://www.trustha.org.uk)  
or contact us on 0131 444 1200

Bank & Contracted Posts , Support Workers (Older People) , Cooks , Catering Assistants and Domestics

Whether you're looking to progress your career, or if you're completely new to social care our recruitment day is an ideal introduction to the job opportunities we have on offer. You'll get to meet some of our staff and learn first-hand what a great company you could be working with.

Opportunities are available in care and support, bank domestic, cooks and catering assistants. Each day is challenging and rewarding, and no two days are the same.

Work rota hours to fit around your life with the security of a permanent job and guaranteed hours or if you are looking for more flexibility, our bank roles will provide this for you.

We are looking for people who have a genuine interest in care, are self-motivated with a passion for going the extra mile and share our values.

If you or someone you know would be interested in working with us, come along and meet the team to find out more and apply for a position.

- No experience required you just need a passion to care
- We provide a full induction and training courses to help you develop in your role
- We offer a good benefits package and great job satisfaction

If you enjoy working with people and want to feel valued for the work that you do, then come and work with us at Trust.

# WHAT YOU NEED TO BRING ALONG ON THE DAY...

It would be useful to bring the following documents with you :-

Your C.V. (or you can complete our application on the day)

Current PVG Certificate (if an existing member of the PVG scheme)

Details for two employment referees including a contact name, email address, organisation address and dates of employment.

3 forms of ID including:-

One photographic such as passport or drivers licence

Proof of your current home address such as a utility bill

Address details for all the places you have lived in the past 5 years

Proof of National Insurance such as a P60, pay slip or NI card

Details for all our current vacancies are available on our website [www.trustha.org.uk](http://www.trustha.org.uk)

Trusts recruitment pack provides all the information you need when applying for a job with us.

Trust is an Investor in People Gold accredited employer, a Leader in Diversity, Disability Confident employer and a great place to work.

We know that if you come and join us at Trust you'll receive a warm welcome, work with some very loyal and committed colleagues and contribute positively to making life better for our tenants.



# JOB ROLES WITH TRUST HOUSING...

## Care & Support Worker

£8.91 - £9.25 per hour

Your role will involve working with our tenants to ensure they receive the support and personal care identified in their care plans. You will directly support tenants in their homes by providing individual advice, practical housing support assistance and personal care.

## Catering Assistant

£8 per hour

Your duties will include maintaining a high standard of cleanliness throughout the kitchen and dining area and you will carry out all cleaning duties as outlined within the development as well as carrying out basic food preparation.

## Cook hour

£8.75 - £8.91 per

Providing nutritious and tasty meals for our tenants, you should have an awareness of the dietary needs of preparing and delivering traditional home cooked meals for older people. Your responsibilities will include menu planning, tenant consultation and stock ordering.

## Domestic

£8.00 per hour

As bank domestic you will ensure our developments are clean and tidy. Working within our developments you will also have the opportunity to meet our tenants so a warm and friendly personality as well as an understanding attitude towards older people is required.

## Relief Sheltered & Retirement Coordinators

£9.07 per hour

You will promote and support independent living, by developing a professional and caring relationship with our tenants. In addition, you will build positive working relationships with colleagues in other agencies such as social work and health care.

## Supported Worker

£8.75 - £8.91 per hour

Working with our tenants, you will make it possible for them to continue enjoying as much independent living as they are able, providing an excellent standard of support to ensure an environment which is safe and friendly.

## Bank Roles with Trust Staff Agency

With flexible hours to fit around your life and commitments - our 'bank workers' work ad hoc shifts on an 'as and when required basis' to suit business needs, often to cover busy periods and annual leave. We offer great rates of pay and flexibility to work around your lifestyle with work opportunities in your local area.



# CONTRACTED BENEFITS WITH TRUST

## Annual Leave

We offer 33 days annual leave per annum, including Bank Holidays – pro rated for part-time or fixed term contracts. Your entitlement to leave increases with service, to a maximum of 36 days after 5 years and 38 days after 10 years with us.

## Paid Training Courses and Vocational Qualifications

We pay for attending training courses and offer a wide range of appropriate courses with both in-house and external providers. Training courses take place weekdays between 9am & 5pm.

## Life Assurance

Trust offers free life assurance cover for all its contracted employees (age restrictions apply).

## Pension Scheme

We will auto-enroll all employees in their third month of employment into our Peoples Pension scheme. Employee contribution is 3% and Trust will contribute 2%. We also have a Defined contributions Pension Scheme available with SHAPS. Employee contribution is 5.5% and Trust will contribute 6%.

## Counselling Service

Employees have access to a confidential helpline for advice and support in your personal and professional life with someone who is trained to listen and help you explore your concerns and options.

## Protection of Vulnerable Groups

Trust is committed to safeguarding and promoting the welfare of older people and vulnerable groups. We expect employees to share this commitment.

If the post you are applying for involves working with vulnerable people a Standard Disclosure or PVG check with Disclosure Scotland will be undertaken and paid for by Trust.



## Employee Recognition Scheme

Staff recognition awards at bi-annual conference and Long Service Recognition at 10,15 and 25 years.

## Cycle to Work Scheme

To promote healthier journeys to work and to reduce environmental pollution. As an employee we can assist you to obtain a bike and cyclists' safety equipment as a tax-free benefit.

## Winter Flu Voucher Scheme

Available to all care staff, we provide free winter flu vaccinations. Plus a discounted voucher cost for non-care staff.



## AND THERE'S MORE...

### Work place

Convenient local locations, your base will be detailed on the advert but you may be required to travel to other locations either occasionally or on a regular basis, depending on the role.

### Hours of Work

The weekly working hours are detailed on the advert and the exact times you will work will be agreed with your line manager. You will be working on a rota basis including some evenings and at weekends. The hours of work are generally shifts between 7am & 10pm. Rota hours to fit around your life with the security of a permanent job with guaranteed hours or flexibility with our bank roles.

### Salaries

Salaries are normally paid by bank transfer on the 27th of each month, for the whole of that calendar month.

### Family Friendly

Occupational Maternity, Paternity & Adoption Leave is available plus flexible working policies.

### Healthy Working Lives Scheme

Encouraging and supporting our employees to be healthier.

### Probationary period

All positions have a six month probationary period and during this time performance and conduct will be monitored. Your contract will explain how this works.

### Occupational Sick Pay

We support our team members when they have periods of sickness and once through the probationary period you are entitled to occupational sick pay equivalent to 2 weeks at full pay followed by 2 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts). Our sick pay scheme and entitlement depends on your employment status and length of service.

## Staff Survey Results



**97%**

Of our staff put customers at the heart of everything they do.

**89%**

Of our staff are proud to work at Trust.

# Learning, Training & Career Development

Trust recognises that it is our employees that are fundamental to our success. We can provide you with fantastic opportunities to develop your experience or enhance your career and assist with your ongoing continued personal development. We provide comprehensive learning and training so our employees can flourish and achieve their full potential.

## **Adult Support & Protection**

**1 year expiry**

For awareness, knowledge and understanding of adult support and protection issues to enable staff to recognize signs of harm and report in line with Trusts procedures. We also offer an annual refresher for staff.

## **Dementia Informed & Skilled**

**No expiry date**

Our dementia training follows the promoting excellence framework to increase delegates knowledge of dementia and provides practical solutions for working with tenants who have a dementia diagnosis. **Dementia Informed** provides comprehensive knowledge, understanding and skills required by *all* care and support workers.

## **Equality, Diversity & Inclusion**

**No expiry date**

This course is to promote good relations and understanding your responsibilities for promoting Equality, Diversity and Inclusion which will enable you to effectively fulfil your role. It is your duty to ensure that every tenant, staff member and person has equal opportunity and are treated respectfully and fairly. Our training will ensure you're aware of relevant legislation and learn about the 9 strands of equality, diversity and inclusion.

## **Fire Safety**

**3 year expiry**

This course teaches you what fire safety arrangements should be in place in your workplace to prevent fires from starting and to enable safe evacuation. It will also help you comply with fire safety law and these procedures ensure both tenants and staff can evacuate with assistance, or on their own, safely.

## **First Aid**

**3 year expiry**

On this one-day course you'll learn to provide basic an injured person or if someone becomes ill at work until emergency help arrives.

## **Food Hygiene**

**7 year expiry**

This course is for anyone who handles, prepares or serves food and understand what constitutes best practice in regards to controlling food safety hazards, controlling temperatures, food storage, food preparation, personal hygiene and premises cleaning.

### **Load Management**

**1 year expiry**

This course will provide you with an introduction to safe load management practices so that you'll understand more about the risks associated with manual handling, know how to carry out an individual risk assessment, use equipment safely to ensure appropriate control measures are put in place and reduce the likelihood of developing musculoskeletal disorders. As well as theory you will have the opportunity to practice safe load management moves.

### **Medication**

**No expiry date**

The course will provide you with an understanding of the legislation involved with administration of medication, along with being able to follow procedures set for safe administration of medication. You will also gain an understanding of the importance of confidentiality and security in all procedures of medication administration.

### **PRTL – Post Registration Training & Learning**

**No expiry date**

Post registration training and learning (PRTL) is about ongoing learning and development. You'll regularly update and develop your skills and knowledge throughout your career with us. This can be formal/informal and in/outside the workplace as 90 hours of study, training, courses, seminars, reading, teaching or other activities which advance your professional development.

### **Stroke Awareness**

In line with the Stroke Association & Scottish Government we offer a half day training course looking at identifying risk factors linked to having a stroke and enabling staff to recognize signs of a stroke and to respond accordingly.

### **SVQ Social Services & Healthcare**

In order to meet the registration requirements of the Scottish Social Services Council (SSSC) our staff working in Care and Support roles are required to have a relevant SVQ in Health and Social Care. As part of our commitment to staff we provide funded placements. An SVQ will assess your skills, knowledge and values in relation to your care and support job role.

