

Health Research Assistant

Application Pack

Our Vision:

A better world where people with disabilities contribute as unique and valued members of dynamic and inclusive communities

Our Mission:

To support, empower and enable people with disabilities to live their lives to the full



Health Research Assistant

Job Description

Job Purpose: To research, create, develop and promote a new health booklet "5 Steps to Health" alongside the Health Lead.

Outline of the project: You will be creating two health booklets that will raise awareness of health issues, and provide guidance aim to improve the life expectancy of people with learning disabilities. One booklet will need to be accessible to the people we support, and the other parents and staff. The booklet will be a part of Options in house training and will be shared with other providers and health care agencies. The aim of the booklet is to provide information to improve the health, care and quality of life of people with learning disabilities.

Location: Central Support Office, Liverpool

Part-time: 16 Hours

Temporary: 9-month post

Pay: £9.00 per hour

To apply: Please send your CV and cover letter to recruitment@ofsl.org.uk

Interview task: To create a poster on a health related subject of your choice. Please bring this to your interview!

Reporting to: Health Lead

Responsibilities:

- Research and develop health information to form booklet.
- Use design software such as Canva and other creative platforms to create the booklet.
- To use creative initiative to translate the research you have done to develop the booklet.

Health Research Assistant

Job Description (continued)

Responsibilities (cont.):

- Research and analyse data on learning disability awareness training, for staff, while working alongside people with disabilities and their family.
- Take own initiative in creating the booklet so aspects such as, the Mental Capacity Act are clear.
- Working alongside people with learning disabilities to create a guide that will educate carers and staff about working with people with learning disabilities, on how to identify potential illnesses such as sepsis and pneumonia.
- Develop case studies for the booklet and training purposes.
- Alongside the Health Lead, you will attend workshops to gather information for the booklet.
- Once developed, promote and distribute the booklet.



Health Research Assistant

Person Specification

Experience:

- Starting and completing a research and or design project
- Using creative or design software
- Volunteering in the charity sector (desirable)
- Experience in a role where you had to use your own creative initiative (1 year paid or unpaid)
- Researching, finding and translating relevant information (data analysis).

Skills, Values and Knowledge:

- Ability to use own initiative to prioritise workload and complete tasks.
- Excellent attention to detail.
- IT knowledge especially creative software and Microsoft package.
- Good design and creative knowledge.
- The ability to plan and structure a document.
- Personable nature.
- Understanding of learning and physical disabilities.
- Great people skills and the ability to interact with people of all backgrounds.
- Person Centred – see people as people irrespective of disability

Qualifications:

- Health and social care NVQ (desirable)
- Experience of Adobe Suite (or similar software)
- Degree level qualification or equivalent experience



Summary of Terms

Salary £9 per hour, 16 hours a week for 9 months (temporary role)

Annual Leave 28 Days inclusive of premium days (Bank Holidays)

Sickness 5 days (one calendar week) full pay per year (after the first 6 months of service) and after a waiting period of 3 days.

Car 35p per mile (when additional travel is required to carry out work for Options

Training Options is committed to and will support the post holder in their development.

Pension Subject to eligibility, we will automatically enrol you into our nominated pension scheme after you have worked for us for three months. You can opt-out if you do not wish to be in the Scheme. Options will contribute 3% of salary to a pension scheme

Based At Options office (currently central Liverpool)

Recruiting staff with Criminal Records

Options is committed to people – people we support with learning disabilities and people who work for Options – our staff. We recognise that sometimes people commit crimes, but then develop beyond that, with the potential to be great at supporting people with disabilities.

Options is committed to providing opportunities for employment for people who have a criminal record or have been the subject of police enquiries. What we must do is to ensure this happens safely, without putting people we support at risk – financially, physically or emotionally.

Options, therefore has a policy of carrying out Disclosure and Barring Service checks (DBS) on all of its employees. DBS checks examine people's police records and other national registers that may indicate someone's unsuitability to work with people who are vulnerable. We do this because:

- a) We want to ensure the safety of people we support
- b) We want to get the right staff (who may have committed offences but have developed beyond that)
- c) We are legally obliged to.

We comply with the DBS Code of Practice and undertake to treat all applicants fairly. A copy of the code of practice is available from the office if you would like one. We are keen to give a 'second chance' to people no longer likely to commit offences. Potential employees are advised at application stage i.e. in the application form, that they must disclose any cautions / convictions / warnings / court appearances which they have and that failure to do so will result in dismissal should the cautions / convictions / warnings be revealed subsequently, this is true of all civil and criminal offences. Should a candidate disclose cautions / convictions / warnings / court appearances at the interview stage, the chair of the interview panel should ask the person for more details. The decision as to whether or not to appoint should then be made bearing any of the information that has been disclosed in mind.

Should a successful candidate not reveal any cautions / convictions / warnings / court appearances which he/she have at application, Options will terminate that person's employment, based on non-disclosure, and the need for honesty and integrity in the service. Applicants are always appointed subject to a satisfactory DBS check.

Options reserves the right to refuse employment to anyone who has a conviction for the following, should the circumstances of that conviction indicate that the employee may pose a potential threat to any of the people we support.

- Fraud
- Obtaining money by deception
- Crimes of a violent nature
- Burglary
- Theft
- Actual Bodily Harm
- Drug Related Offences.

No offence whatsoever is regarded as spent as Options work and appointments are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work that we do.

Options also reserves the right to refuse employment to anyone who has a number of convictions over a period of time, where the crime itself may not warrant either not appointing a candidate or termination of employment but the frequency and the pattern of crime indicate the person may re-offend.

Having a criminal conviction will not necessarily bar you from working for us. That will depend on the nature of the conviction and the circumstances and background of your offences. Dishonesty regarding convictions, cautions or court appearances will lead to non-appointment.

RJW 01/11/19