

Eildon Relief Bank: *Conditions of Service*



April 2019

Care & Support

Station Avenue, Duns

This service provides support/care to assist people with learning disabilities enjoy a high quality of life.

Staff work shift patterns including overnight sleepovers and waking night cover.

Relief Support Worker hourly rate: £8.97 plus £0.97 holiday rate = £9.94 per hour

Sleepovers: Nightly rate of £70.00 plus £7.56 holiday rate = £77.56 per night

Waking Night Cover Allowance: Additional 10% per hour from 11pm - 7am: £0.90 plus £0.10 holiday rate = £1.00 per hour

Supported Housing

Millar House, Melrose

Oakwood Park, Galashiels

Frank Scott Court, Hawick

Teviot Court, Hawick

Riverside House, Peebles

Dovecot Court, Peebles (Scheme Assistant only)

These services provide supported housing to enable older people to retain their independence and enjoy a good quality of life in the community.

Staff work day shifts, which can include weekends.

Relief Assistant Co-ordinator hourly rate: £8.97 plus £0.97 holiday rate = £9.94

Relief Scheme Assistant hourly rate: £8.75 plus £0.94 holiday rate = £9.69

Travelling Expenses

If working or attending training/induction at a location other than the relief workers main place of work, then travelling expenses will be paid at actual public transport costs (on production of tickets) or at **45p per mile** for mileage in excess of normal home to main place of work mileage. In exceptional circumstances other arrangements/rates may be agreed.

Membership of Protecting Vulnerable Groups (PVG) Scheme

Eildon will not cover the cost for new relief workers making an application to join the PVG Scheme. Eildon will cover the cost of PVG updates only.

Scottish Social Services Council (SSSC) Registration

Eildon will not cover the cost of SSSC registration/renewal when required for the role.

Mandatory Training Requirements

To undertake relief work with Eildon the following mandatory training is required for all relief posts.

Mandatory Training Requirements	Method	Valid for	Time
Moving & Handling People	Course	2 years	Up to 7.5 hours
Emergency First Aid	Course	3 years	Up to 7.5 hours
Supporting & Protecting Adults	Course	2 years	Up to 7.5 hours
Adults at Risk	E-Learning	2 years	1 Hour
Food Hygiene	E-Learning	5 years	1 Hour
Infection Control	E-Learning	3 years	1 Hour
Fire Safety	E-Learning	5 years	1 Hour
Corporate and Role Specific Induction	Office/ Location based	N/A	Up to 2 days

Relief Support Workers also require: Positive Intervention Training	Course	2 years	1-2 Days
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Eildon will pay for relief workers to undertake the courses/training detailed above when arranged through Eildon. Time on the training course will be paid as will travel costs if in excess of normal home to main place of work mileage/cost. Eildon will pay relief workers 1 hours' time for each e-learning course completed on Eildon's Learning Management System (LMS) and up to 7.5 Hours' time when attending the courses above.

It is expected that relief staff will complete a full induction relevant to the relief role they are doing and determined by the needs of that role and location. This induction will include a corporate induction at our Selkirk office and could also include induction at other locations.

Should any training requirements expire, Eildon will not offer relief work until that training has been completed and evidence provided. This is to keep the relief worker and Eildon's tenants/service users safe. Training does not have to be undertaken through Eildon. Training with another provider is an acceptable alternative as long as evidence, such as a training certificate, can be produced.