

ROLE PROFILE

Details:			
Job Title	CLUNY HOMECARE STAFF		
Department	Home Care	Base Location	Cluny
Reporting to	Home Care focaliser	Contracted Hours	37.5(wte)
Accountable For	N/A	Salary Band	A

Overall Job Purpose
Care for the house and its residents, both on the physical and energetic levels, hold shifts with guests to demonstrate FF living education.

Key Responsibilities
<ul style="list-style-type: none"> • Embody the spiritual principles of the Findhorn Foundation in everyday life and practise the commitments of the Common Ground • Hold the overview of the day-to-day work tasks • Support the Home Care Focaliser as required • Focalise shifts with guests and volunteers • Adhere to all Health & Safety regulations • Some administrative tasks will be expected

Key Relationships
The post holder will work closely with staff in the department, volunteers and guests.
Responsibilities

The role includes responsibility to embody the Foundation's spiritual principles as an example for others:

- Maintain awareness of the Foundation's spiritual principles and of your own spiritual life while engaging in your life and work within the Foundation
- Share your experience of living in the Findhorn Foundation transformational learning centre with fellow co-workers, community members and programme participants
- Offer guidance, care for others' spiritual wellbeing and support their spiritual enquiry, commensurate with your own experience
- Use and lead others in the Foundation's practices of attunement, meditation, sharing and celebration

General Duties Applicable to All Co-Workers

1. To undertake all duties and responsibilities in accordance with Foundation policies, including Equal Opportunities; Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person
2. To fully embrace the Findhorn Foundation's spiritual beliefs and purpose, sharing your experiences with others and to act in accordance with the Common Ground.
3. Attend weekly departmental attunements
4. Attend co-worker meetings (critical workload permitting)
5. To take full responsibility for your personal professional development and training
6. To participate in the Foundation's Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the Foundation and Departmental Strategic Plans
7. To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other premises

It is the practice of the Foundation to periodically examine co-worker's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager, in conjunction with HR, with the co-workers working directly to the manager. You are expected to participate fully in such discussion and, in connection with them, to review and your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Foundation's aim to reach agreement on reasonable changes, but if agreement is not possible the Foundation reserves the right to insist on changes to your job description after consultation with you.

Signed

Date

Post Holder

Signed

Date

Line Manager

PERSON SPECIFICATION

Details:	
Job Title	CLUNY HOMECARE STAFF
Department	Cluny Homecare

Knowledge & Skills <i>(What does the role holder need to know and do)</i>	Desirable (D)/ Essential (E)	Assessment Methods (A/QA/I/T)
Good understanding and knowledge of the Findhorn Foundation and community.	E	A;I
Good interpersonal and communication skills	E	A;I
Good organisational and prioritisation skills	E	A;I
Qualifications <i>(What formal qualifications are required for the role?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)
Good standard of education	E	A; I; QA
Experience <i>(What experience does the role holder need to have?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)
Experience of group work and/or ability to work within a team.	E	A;I
Personal Attributes/Attitude <i>(How does the role holder need to think and act?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)

Aligned with the spiritual impulse and principles of the Findhorn Foundation	E	I
Physically fit	E	I
Good initiative and ability to step in where needed.	E	I
Willing to respond to urgent issues out of normal working hours	E	I

A = Application

QA = Qualification Audit

I = Interview

T = Task i.e. assessment centre