

Job Title:	Positive Behaviour Support Worker
Salary:	£20,586.80 per annum
Hours:	37 hours per week, including weekdays, weekends, evenings, waking nights, sleep-ins and bank holidays
Responsible to:	Deputy/Project Manager

Summary

To provide support to a 34-year-old man with autism, mild learning disabilities and complex behaviours living in his own home in Barnet; enabling him to become a valued and participating member of the community by achieving maximum independence and integration.

To promote and maintain his health and wellbeing to empower him to make choices and help him build and maintain relationships with his family and friends.

To help him develop interests and attend exciting activities and assist with everyday living, including his personal care and health needs.

To provide consistent support in line with positive behaviour support plans, maintaining and following guidelines and risk assessments consistently in order to ensure the safety of the young man and the public. To proactively respond to any triggers for risk behaviours, and maintain warm and positive communication and a calm environment.

Main Duties and Responsibilities

Positive Behaviour Support

The Positive Behaviour Support Worker is a bespoke and specialist role. This is therefore paid at a higher rate than our standard Support Worker roles. As a result, there will be additional expectations and training and support offered, which include but are not limited to;

- Participating in the implementation of Positive Behaviour Support Plans, including proactive support and responding to triggers for risk behaviours.
- Observing and report subtle changes in behaviour, communicating any changes to the team manager and team members.
- Being involved in the assessment and management of risk and follow risk assessments consistently to ensure the safety of the service user and members of the public.
- Having good active listening skills and the ability to use positive, calm and clear communication.
- Providing emotional support to the service user to support them in managing their anxieties and behaviour through coping strategies.
- Being able to support the individual by driving them in the service user's car to appointments and exciting activities in and around London.
- Recording all incidents and contributing to team discussions around incident analysis and strategies.
- An ability to maintain emotional resilience and composure when frequently dealing with highly emotional circumstances, such as behaviours which challenge.

Support to the service user

- To understand and adhere to the philosophies, policies and principles upon which the service is based.
- To work in such a way that allows the service user to be involved in day to day and long term decision making.
- To offer support to the service user, enabling them to build confidence, self-esteem and an independent life style.
- To support service user in the management of their own personal care in a sensitive way and undertake moving and handling duties as required.
- To adhere to safeguarding procedures and to remain vigilant for signs of abuse, taking immediate action and reporting all issues of concern with the line manager.
- To complete all the usual domestic activities such as cleaning, shopping and cooking, involving the service user where possible and using methods of active support.
- Support the service user to maintain good health and attend health appointments.
- To work with the service user in such a way that takes account of their individual, cultural and religious needs.
- To provide and participate in a wide range of social activities, including holidays, using integrated services.
- To act as a keyworker.
- To support the service user in the organisation of their regular Person Centred Planning meetings. Participate in and prepare reports for these meetings.
- To participate in the implementation of agreed individual plans, this may include structured teaching of skills.
- To liaise with the service user's family, advocates, other professionals, the DWP and outside bodies, where appropriate.
- Supporting the service user to achieve goals and outcomes and monitoring their progress.
- To have a positive and person centred approach to working with the service user.
- To be a voice and advocate for the service user.

Team member responsibilities

- To work as part of a team committed to providing a high quality service to people with learning disabilities according to the philosophy agreed by the Centre 404 Housing Service.
- To work positively and actively as part of a team, using initiative.
- To pass on relevant information to other team members, using agreed communication procedures.
- To keep records and write reports in the appropriate files, and using IT systems such as Microsoft Office and Charity Log data systems.
- To attend staff and service user meetings and any other relevant meeting where appropriate.
- Where appropriate, to assist with the induction and training/mentoring of new staff members. There will be the opportunity for professional development to take on the role as a staff buddy for new starters once support workers have passed their probation period.
- To take part in shift leading as and when needed.

General Duties

- Adhere to all Centre 404 policies and procedures and to the requirements of funding organisations
- Comply with Centre 404's Data Protection Policy, IT Policy and other guidance around Data Protection

- Required to not only read our safeguarding policies and procedures but attend relevant training and keep up to date with safeguarding, which Centre 404 takes very seriously
- Adhere and be committed to values which promote dignity in care.
- Adhere to Centre 404 Equality and Diversity Policy and contribute to an accessible and welcoming work environment
- Use a person-centred approach with the involvement of service users and family carers and according to Centre 404's mission and values
- To remain non-judgemental and show empathy and awareness, remaining calm in adverse situations, and leading by example.
- Maintain confidentiality of information relating to service users, volunteers, staff and any sensitive issues relating to the work of the organisation
- Contribute to your personal and professional development by attending regular support and supervision sessions and training as identified by your line manager in relation to your role and responsibilities
- Be flexible and available to work evenings and weekends in accordance with the needs of the post and the organisation as a whole
- Attend staff meetings and other committees when requested
- Aim to meet targets as set and agreed with your line manager in relation to your personal development and the progress of new projects
- Attend the annual AGM, fundraising functions, events and staff away days as required. Time off in lieu will be given for activities outside of normal working hours
- Undertake any other reasonable duties as commensurate with the aims of the post and as requested by management

Person Specification

(E) Essential requirements

(D) Desirable requirements

Physical Requirements	Available to work a variety of shifts throughout the week	E
	Able to travel on your own and with service users to a variety of locations within and outside the borough	E
	Willing and able to offer physical support and personal care to the service user, completion of household tasks such as shopping and cleaning in a dignified and respectful way.	E
	Physically fit, with the ability to take part in sports and outdoor activities.	E
Knowledge / Understanding	Good basic education and training: including 5 GCSEs or equivalent professional qualification	E
	Aware of issues affecting people with learning disabilities	E
	Understanding of health and safety issues as they affect service users	E
	Understanding of person centred values and self-directed support and principles behind this	D
	Understanding of and sensitivity to the discrimination experienced by members of minority ethnic groups, women and people with learning disabilities	E
	Commitment to concepts of inclusion, equality and diversity.	E
	Understanding of and commitment to safeguarding and promoting the welfare of adults	E

	Understanding of autism and the importance of following structured boundaries to provide consistent support	E
Experience	Experience of working with people with learning disabilities, including people with high support needs or experience of working with a vulnerable client group	D
	Experience of working with people with mental health needs.	D
	Experience of working with people from varied social and cultural backgrounds	D
	Experience of working with people with autism	D
	Experience of implementing Positive Behaviour Support and following structured boundaries to provide consistent support	D
Skills / Abilities	Excellent communication skills with service users, families, and staff, along with the ability to liaise with agencies and external professionals e.g. GP's, Health professionals, Social Workers and housing associations.	E
	Ability to maintain professional boundaries.	E
	Able to demonstrate high level of attention to detail and follow guidelines and risk assessments closely.	E
	Good written communication and IT skills with an ability to use Microsoft computer packages, the internet and write clear reports and keep accurate records	E
	Good numeracy skills	E
	Able to work in and contribute to a team	E
	Able to work unsupervised and on own initiative	E
	Experience of planning support and activities for people so they have a fun, active and fulfilled life.	D
Personal Qualities	Ability to maintain emotional resilience and composure when frequently dealing with highly emotional circumstances, such as behaviours which challenge.	E
	Self-aware and self-reflective, mindful of impact on others. Ability to develop and maintain coping strategies and techniques.	E
Other	Enthusiastic and motivated to support adults with learning disabilities	E
	Understanding of Data Protection and ability to handle confidential and sensitive information appropriately	E
	Clean EU driving licence	E