

Job Title:	Support Worker (Female)
Service:	Learning & Leisure / Finding and Matching Team.
Salary:	£11.05 per hour plus holiday pay accrual for 28 days holiday (pro rata to hours worked)
Hours:	Minimum 10 hours weekly – 8am-10am availability, evenings and weekends required
Reporting into:	Finding & Matching Co-ordinators / Outreach Manager

Role Responsibilities:

Delivery of quality services to people with learning disabilities and/or Autism	In collaboration with service users, develop and implement working practices which ensure that they have the opportunity to maximise: <ul style="list-style-type: none"> ○ integration and participation in their local community ○ development of a range of friendships and relationships ○ informed personal choice ○ their range of skills and competencies ○ confidence and self-esteem
	Offer person centred support to service users in line with their individual and cultural preferences, day to day and long-term needs; including but not limited to social and leisure activities, health needs and appointments, personal care and domestic duties, employment and educational opportunities, and developing friendships and relationships.
	Ensure that service users are involved in day-to-day and long-term decision making – ‘no decision about me, without me’
	Work collaboratively with fellow staff, family carers and relevant external agencies, including other professionals involved in supporting service users
	Participate in the implementation of agreed individual plans for service users, which may include structured teaching of skills.
	Participate in reviewing and updating individual plans, and risk assessments in collaboration with the individual, and others involved in their support.
	Adhere to safeguarding procedures and remain vigilant for signs of abuse, taking immediate action and reporting all issues of concern with the line manager.
	Act as a keyworker to individual service users.
	Support service users in organising their regular Person-Centred Planning meetings.
	Ensure that Health & Safety and any other relevant standards are adhered to
	Taking responsibility for own safety, and that of the person being supported, as a ‘lone-worker’.
	Working as a ‘floating support worker’ with a number of different service users within the Finding and Matching service.
Teamworking	Work effectively with staff to exchange relevant information, adhering to the systems of communication, recording, reporting and handovers at the project.
	Keep accurate and up to date records and reports in relation to service users, in line with the systems and procedures in place at the project.
	Participate in regular staff and service user meetings, and, when required, taking minutes, in accordance with procedures.
	Providing support to other staff-members as and when needed. For example, doing shadow shifts, with new starters, or less experienced staff.
	Where appropriate, assist with the induction and training/coaching of new staff members. Note: Upon successful completion of the probation period, there is the opportunity for professional development to take on a role as a staff buddy for new starters.

	Carrying out administrative tasks, associated with the role when required.
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Person Specification

	(E) Essential criteria	(D) Desirable criteria
Physical requirements	Willing and able to offer physical support to service users, including moving and handling safely, and personal care.	E
	Flexible and able to carry out a variety of shifts throughout the week, including evenings, weekends and bank holidays. Willingness to support a variety of service users as a floating worker.	E
Knowledge & Understanding	Understanding of health and safety issues as they affect service users	D
	Understanding of person-centred values and self-directed support	E
	Awareness of issues affecting people with learning disabilities and/or Autism	D
	Understanding of and sensitivity to the discrimination experienced by members of vulnerable and/or minority groups	E
Experience	Experience of supporting someone – in a personal or voluntary capacity – who has additional needs	E
	Experience of working with people with learning disabilities and/or Autism, or with another vulnerable client group	D
	Experience of working with people from varied social and cultural backgrounds	D
Skills & Values	Strong interpersonal skills, able to communicate and collaborate effectively with a range of people	E
	IT proficient, with the ability to confidently use a range of computer software (i.e. Office and others), <i>or</i> willing to develop IT skills for the purposes of the role	E
	Able to manage time and workload effectively	E
	Able to work on own initiative, proactively resolving issues in the capacity of a lone-worker.	E
	Strong self-reflective skills, able to take learning from situations	E
	Able to maintain professional boundaries and handle confidential information appropriately	
	Committed to concepts of equal opportunity, diversity and inclusion	E
	Committed to enabling choice, independence and wellbeing of people with learning disabilities and/or Autism	E
	Able to implement policies and procedures, including safeguarding service users from abuse, or neglect.	E
	Able to write, reports, daily records, and, to update plans.	E
	Committed to own personal development through effective use of supervisions, appraisals, and training.	E

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.

Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.