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| Job Title: | Active Support Worker |
| Bank Hourly Rate: | Full Time, Part time and Bank Opportunities £11.44 per hour plus 12.07% addition for holiday |
| Part Time Contract Hourly Rate: | £13.15 per hour plus 31 days paid holiday pro rata |
| Full time Salary: | £25,300.60 per year plus 31 days paid leave |
| Hours: | Full time and part time opportunities available. |
| Bank: | Minimum 15 hours per week availability requested for bank roles |
| Part time contracts: | Tend to be 30 hours per week |
| Full time: | 37 hours per week on a shift basis <i>(please note that shift work may entail evenings, weekends and bank holidays)</i> |

Role Responsibilities:

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| Delivery of quality services to people with learning disabilities and/or Autism | In collaboration with service users (people of all ages with learning disabilities), 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 |
| | 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. |
| | 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 the organisation of their regular Person-Centred Planning meetings. |
| | Ensure that Health & Safety and any other relevant standards are adhered to |
| Teamworking | Work effectively with fellow staff to exchange relevant information, adhering to the systems of communication, recording, reporting and handovers in place 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. |
| | Take responsibility for shift leading as and when needed. |
| | 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. |

Person Specification

| | | (E) Essential criteria | (D) Desirable criteria |
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| Physical requirements | Willing and able to offer physical support to service users, including moving and handling safely | | E |
| | Flexible and able to carry out a variety of shifts throughout the week, including evenings, weekends and bank holidays | | E |
| Knowledge & Understanding | Understanding of health and safety issues as they affect service users | | D |
| | Understanding of person-centred values and self-directed support | | D |
| | 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 | | 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 |

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.