

**Job Description**

Title: Support Worker

Reports to: Team Leader

Remuneration: £17,893 per annum (£9.30 per hour)

Hours: 37 hours per week, full time. Part-time job share also available.

Based: Paul’s Place, Coalpit Heath Cricket Club, Bristol and Turnberries, Thornbury

Terms: Permanent, 25 days annual leave entitlement plus bank holidays, occasional weekend and evening working

DBS Status: Enhanced DBS with appropriate barred checks

**ROLE PURPOSE**

To support users of Paul’s Place (Members) with physical, cognitive, and sensory impairment, through various projects and services including activities and daily support, (at one of our day facilities), home visiting, virtual support and meetings in the community. The role is to ensure that Members meet their changing outcomes (as outlined in their support plans) while promoting Members’ right to ‘choice and control’ when it comes to their own lives and outcomes.

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| **MAIN DUTIES** |
| **Organisational Responsibilities** | * To support and assist the Team Leader in providing support worker cover for all Paul’s Place services and projects
* Work on a one-to-one basis with our Members when required
* To be an assigned ‘Key Worker’ to several Members supporting them to set and agree their outcomes and things that they want to achieve through Paul’s Place services. Completing all appropriate paperwork relating to their plan.
* To support Members to participate in Paul’s Place service, projects, and activities, including practical support where it is required.
* To support Members with personal care where it is required and always with dignity and being led by the individual that you are helping.
* To support the delivery of meals to Members, adhering to all food hygiene standards and dietary needs and assisting Members who need the support at mealtimes.
* To support the physical ‘set up’ of all Paul’s Place services, projects and activities, this will include the cleaning and sanitisation as part of infection control.
* To support Members on short breaks throughout the year, this involves travelling and providing overnight support.
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| **Service Delivery, Quality Assurance, Monitoring and Evaluation** | * Contribute to individual support plans for Members.
* Accurate record writing and recording.
* Encourage participation and involvement of Members in activities.
* Work with the whole of the Paul’s Place team to maintain a healthy and safe day facility for Paul’s Place members working in a ‘safety first’ culture.
* Raise any welfare concerns to the Safeguarding lead.
* To read and adhere to all risk assessments, policies and procedures for Members and general use.
* To complete all necessary paperwork in a neat and timely manner.
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| **Relationship Management** | * To develop professional relationships with staff, volunteers, members, Trustees, and management colleagues.
* To adhere to the Paul’s Place Professional Boundaries Policy and ‘live out’ the Paul’s Place values (inclusive, encouraging, empowering, caring and friendly).
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| **General duties** | * Attend line management supervision, team meetings and annual appraisal.
* Keep up to date with issues and developments within the disability community.
* Attend mandatory safeguarding training, manual handling, and refresher sessions, as well as other relevant staff development/ learning sessions.
* To support fundraising activities during evenings and/or weekend activities.
* All staff may be asked to undertake other duties and responsibilities as determined the CEO or Board of Trustees.
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**Person Specification**

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| **EXPERIENCE** | **Essential (E) / Desirable (D)** |
| 1 | Experience of support work, either as a paid worker or volunteer | E |
| 2 | Experience of working on a rota basis  | E |
| 3 | Experience of supporting individuals with personal care and practical support  | E |
| 4 | Experience of working with physically disabled adults  | D |
| **KNOWLEDGE**  |  |
| 1 | Knowledge of risk assessing and working within a health and safety regulated environment  | E |
| 2 | Knowledge of safeguarding policies and procedures particularly in connection to adults deemed at risk | E |
| 3 | Knowledge and understanding of the disability and the challenges that disabled people face in line with knowledge of equality and diversity.  | D |
| 4 | Knowledge of working with individuals to agree support plans | D |
| **SKILLS**  |  |
| 1 | Proven skills and ability to carry through tasks to a deadline | E |
| 2 | Problem solving skills and the ability to think creatively | E |
| 3 | Excellent verbal and written communication skills | E |
| 4 | Good listening skills and ability to empathise with others | E |
| 5 | Car driver and able to use your own vehicle for work purposes | D |
| 6 | Basic knowledge and confidence in using IT  | E |
| **QUALIFICATIONS**  |  |
| 1 | NVQ Level 2 in Health and Social Care or equivalent experience | E |
| 2 | Good English and Maths | E |