

Job Description

Title:	Support Worker
Reports to:	Day Opportunities Coordinator
Remuneration:	£23,627
Hours:	37.5 hours per week Monday – Friday 9:00 am - 4:30 pm.
Based:	Paul's Place Hub, Shire Way, Yate, BS37 8YS
Terms:	Permanent Contract, 28 days annual leave which includes 3 days for the Christmas shutdown, plus bank holidays (based on a full-time equivalent), Occasional weekend and evening working will be required.
DBS Status:	Enhanced DBS with appropriate barred checks

ROLE PURPOSE

To provide support to the individuals who use the services of Paul's Place (Members) through supporting the delivery of various projects, activities and services including our new service for young adults with a learning disability and/or autism. The role is to ensure that Members meet their outcomes and that their support needs are met (as outlined in keyworker meetings and support plans) and that you promote Members right to make informed choices and to exercise control when it comes to their own lives and outcomes. You will be an enthusiastic compassionate person with a positive can-do attitude and a willingness to work as part of a team.

MAIN DUTIES	
Organisational Responsibilities	- To support and assist the Day Opportunities Coordinator in providing support worker cover for all Paul's Place projects, activities and services. - To work with Members to enable and empower them to increase their independence through their day support programme. - To support Members on the evening programme. - To lead on specific activities, or projects and contribute to the day facility programme as part of a team and independently. - To be an assigned 'Key Worker' to a number of Members supporting them to take the steps to achieve the things that they want to

	through Paul's Place services and by supporting Members to set and meet their outcomes. Completing all appropriate paperwork relating to their plan. • To always model a caring, compassionate, and patient persona working with Members to encourage and empower them. • To support Members to participate in Paul's Place service, projects, and activities, including practical support where required. Always focusing on building Members skills and independence. This will include projects and activities both on and off site. • To support Members with personal care where required and always with dignity and being led by the individual that you are helping. • To support the delivery of meals to Members, where necessary, adhering to all food hygiene standards and assisting Members who need support at mealtimes. • To support the physical 'set up' of all Paul's Place services 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.
Service Delivery, Quality Assurance, Monitoring and Evaluation	• Contribute to individual support plans for Members. • Encourage the active participation and involvement of Members in activities. • Encourage and support Members to participate in developing and leading on Paul's Place activities and projects, where suitable, in line with their interests and personal goals. • To work in a creative and solutions focused way through sharing ideas for service development and improvement, in line with Members needs and wishes. • Work with the whole 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 professional and timely manner.
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)
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 by the CEO or Board of Trustees.

Person Specification

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