

**Job Description**

Title: Support Worker

Reports to: Team Leader

Remuneration: £23173

Hours: Full time: Monday – Friday 9:00am-4:30pm.

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

 (with move to Shireway Centre in Yate in the next 12 months)

Terms: Permanent Contract, 28 days annual leave which includes 3 days for the Christmas shut down, 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 support users of Paul’s Place (Members) through various projects and services. The role is to ensure that Members meet their outcomes (as outlined in their support plans) and that you promote Members right to ‘choice and 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.

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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.
* To work with members to enable and empower them to increase their independence.
* To support Members on the evening programme.
* To lead on specific activities 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 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 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 it is required. This will include activities both on and off site.
* 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 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.
* Encourage participation and involvement of Members in activities.
* 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 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)** | **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 working with disabled adults  | D | 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 | D | 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 |