



**Job Description & Person Specification  
Support Worker**

## *Job Description*

Job Title:	Support Worker
Pay Grade / Scale / Range:	SCP 5 - 11 See advert for actual salary
Working hours:	Flexible hours available Full Year
Location:	Based at New Bridge Horizons
Staff responsible to:	Head of Centre
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 working weeks for new staff (subject to the probationary policy)

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.**

### **Overall Purpose of the Job**

To work under the instruction of management to support disabled adults aged 19-25 years to access social and community activities in a diverse setting and to work to a flexible activity centered rota.

### **General Tasks**

#### **Support for the Young People**

1. Establish rapport and respectful, trusting relationships with the young people, acting as a role model and setting high expectations.
2. Promote inclusion and acceptance of all.
3. Assess the needs of young people and use detailed knowledge of personal care needs to support them.
4. Ensure safety, welfare and personal hygiene. (Basic First aid to be included where appropriate).

5. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
6. Provide specific feedback in discussion with young people on their progress and achievement, in line with organisation policy.

### **Support for the Organisation**

1. Comply with and assist with the development of policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall work and ethos of the organisation.
3. Establish constructive relationships and communicate with other agencies / professionals, in liaison with staff, to support the achievement and progress of young people.
4. Contribute to the development of appropriate multi-agency approaches to supporting people.
5. Attend and participate in meetings as required.
6. Improve own practice through training, observation, evaluation and discussion with colleagues.
7. Recognise own strengths and areas of expertise and use them to support others.
8. Contribute to the identification and execution of appropriate off-site activities, which consolidate and extend the on-site activities.

### **Tasks Specific to the Role**

1. Undertake personal care tasks in a dignified and respectful manner and to a high standard.
2. Maintain contact with carers, families and professionals where appropriate.
3. Assist the young people to maximize their potential and achieve their individual agreed targets, promoting their self-esteem and enabling them to become as independent as possible.
4. To observe confidentiality with regards to the young people.
5. To be aware of and comply with the policies and procedures of New Bridge Horizons.
6. Establish rapport and respectful, trusting relationships with young people, being aware of and responding appropriately to individual needs.
7. Ensure that medication is administered and recorded as instructed and in accordance with the service's guidelines.
8. Supervise and support young people, ensuring their safety and that all young people have equal access to opportunities to learn and develop.
9. Promote positive values and attitudes. Deal promptly with conflicts and incidents whilst encouraging young people to take responsibility for their own behaviour, in line with the centre's established policies.
10. Promote inclusion and acceptance of all young people by encouraging them to interact with each other and to engage in activities.
11. Provide feedback on young people's personal needs as appropriate and undertake record keeping as required.
12. To work as a member of the team and contribute to the development of the service, in line with the ethics of New Bridge Horizons.
13. Support key workers in managing young people's behaviour, reporting difficulties as appropriate. Support young people to understand instructions.

14. Be aware of young people's progress and achievements and report to the keyworker.
15. Prepare environment as directed for activities and clear afterwards.
16. Assist with display of young people's work.
17. Prepare and maintain equipment/resources as directed and assist young people in their use.
18. Attend and participate in meetings as required.
19. Self-develop through training and other learning activities including performance management as required.
20. Accompany young people on visits, trips and activities in and around the community as required.
21. To undertake such other duties as is commensurate with the grade and responsibilities of the post.

### Other Duties

This job description is not intended to be all-inclusive and the job holder may perform other related duties as directed by the Head of Site to meet the needs of the organisation.

### Equipment, Tools, Physical or Special Requirements

- Ability to maintain regular, punctual attendance consistent with the organisation's expectations and policies.
- Cross site travel may be required.
- Adoption of professional standards of behaviour and appearance at all times in line with organisational protocols.

**APPLICANTS: PLEASE SUBMIT EVIDENCE OF PREVIOUS EXPERIENCE SKILLS AND ABILITIES ONLY AGAINST THE CRITERIA EMBOLDENED BELOW**

<b>Job Specification</b>	
Selection Criteria	Assessed By
<b><i>Education, Qualifications &amp; Training</i></b>	
<p><b>Literacy and numeracy skills sufficient to assist the young people</b></p> <p>First Aid at Work Certificate (<i>where appropriate</i>) or willingness to work towards</p>	<p><i>Application Form / Certificates / Checks</i></p>
<b><i>Knowledge &amp; Experience</i></b>	
<p><b>Experience of following care plans</b></p> <p><b>Knowledge of relevant policies and procedures in relation to the post including Health &amp; Safety and disability legislation</b></p> <p><b>Experience of working with disabled people with a range of impairments</b></p>	<p><i>Application Form / Interview</i></p>
<b><i>General Skills and Abilities</i></b>	
<p><b>To relate well to young people in supporting them with their individual needs</b></p> <p>To be familiar with the use of basic technology and ICT in order to assist the young people with their own ICT development</p> <p><b>To work constructively as part of a team, understanding roles and responsibilities and your own position within these</b></p> <p>To constantly improve own practice/knowledge through self-evaluation and learning from others</p>	<p><i>Application Form / Interview</i></p>

<b>Specific Work Skills</b>	
<p>To be able to use a hoist and other manual handling equipment following all relevant Health and Safety procedures</p> <p><b>To adhere to all policies relating to the service such as confidentiality, data protection and the dress code</b></p>	<p><i>Application Form / Interview</i></p>
<b>Leadership &amp; Management / Decision Making</b>	
N/A	
<b>Self-Management Skills &amp; Abilities</b>	
<p>Able to prioritise and manage own time effectively</p> <p>Able to take responsibility for one's own professional development</p>	<p><i>Interview</i></p>
<b>Communication Skills</b>	
<p><b>To communicate effectively, orally and in writing, to a range of stakeholders such as external partners and parents</b></p> <p>To contribute to department meetings effectively</p>	<p><i>Application Form / Interview</i></p>