**Job Description: GOLD Project Worker**

**Salary: £8.84 per hour**

**Responsible to: GOLD Delivery Manager**

**Place of Work: Thanet**

**Purpose of Post:** East Kent Mencap are looking for someone to support people who are part of our Getting On with Learning Disabilities (GOLD) group. This group is for people in Thanet who have a learning disability and live independently with little or no other support.

You will support East Kent Mencap’s most independent service users by advising on benefits, rent, housing issues, social opportunities, and emotional problems.

You will help our service users to increase their confidence and self-esteem, feel less socially isolated, develop skills, become more resilient, take a more active role in their community, and have their voices heard.

You will be a friendly face in a complicated world, and you will make a real difference in the lives of people who may not have any other form of consistent support.

You will be happy working with individuals and groups, making phone calls to follow up PIP and ESA applications, deciphering forms, signposting support services, and being a part of social events and meetings.

Our current GOLD team say:

“We try and smooth the bumps in the road so people can carry on along their way”

“We fill in the gaps that other services don’t fill”

“We offer a safety net that stops people spiraling into a crisis”

“Working for East Kent Mencap’s GOLD Project is fun and gives me satisfaction that I have made a difference. You need to think on your feet, but there is always humour and a great team”

East Kent Mencap is a registered charity which provides opportunities for adults and children with a learning disability, their families and carers, in all areas of their lives. Our GOLD (Getting On with Learning Disabilities) Project, is a lottery funded project for people with a learning disability in Thanet, who do not receive statutory funding or are moving out of the welfare system.

At East Kent Mencap, we are passionate about including our service users in decision-making regarding the services they use. As such, the job interview panel will include one of our service users who has a learning disability.

**Main duties:**

1. Support people to self-advocate and get their voices heard on issues important to them
2. Support people to access relevant services and relevant information
3. Ensure information is easy to understand
4. Develop positive working relationships with professionals and community groups
5. Work with groups and individuals to be active and participating members of the community
6. Promote the issues that are relevant and important to the group
7. Enable individuals to build supportive connections
8. Value each individual’s strengths
9. Promote trying new things and learning new skills
10. Support people to maintain good mental and physical well-being
11. Build employability skills
12. Promote the rights and choices of people with a learning disability and understand the pressures upon vulnerable people living in the community

**You must:**

1. Understand the benefit system especially PIP and ESA
2. Work in a way that builds an individual’s confidence and skills
3. Work in a way that reduces dependence and promotes resilience, problem solving and positive risk taking
4. Work in a way that promotes self-worth
5. Have good IT skills and be confident using the internet
6. Be confident using simple online design software (Canva)
7. Have a creative “can-do” attitude to problem solving
8. Have a common-sense approach to life
9. Be resourceful and able to work on own initiative as well as part of a team
10. Be able to motivate

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Managing security:

1. To maintain the security and well-being of people and to communicate immediately with the service manager of any breaches of security.

2. To ensure that the security of sensitive information is maintained and complies with the requirements of the Data Protection Act 1998 and EKM Policies/Protocols (Information Governance).

General:

1. To develop and maintain positive, collaborative working relationships with all EKM staff, both locally and across the wider organization, being committed as part of the team to providing a high level of support and maintain good practice. To adhere to East Kent Mencap ethos of support & be friendly, approachable & maintain a positive attitude, even when faced with behaviours that challenge.
2. To attend all meetings or training as requested by the Manager. To attend regular supervision sessions/ team meetings and participate in EKM’s performance management processes.

It is essential to the development of EKM’s service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.

February 2020