**East Kent Mencap**

**Job Description: Support Worker (Resource Centre)**

**Salary: £8.98-£9.11**

**Responsible to: Manager- Day Services/Senior Support Workers**

**This role**

The purpose of this role is to assist in meeting the needs and aspirations of children and people with learning disabilities by using a person-centered approach. This includes providing them with encouragement, support and assistance, promoting their social inclusion and promoting their rights and choice under the supervision and direction of a senior member of staff and within the context of East Kent Mencap’s policies and procedures, as well as relevant care legislation, to enable to people with learning disabilities to live more independent and fulfilled lives.

**General responsibilities / duties**

1. Provide current and newly emerging development activities/sessions.
2. Develop session plans to accommodate members’ choices.
3. Comply with conditions and criteria as set by Contracts and Planning/Day Service Action Plan.
4. Assist the Resource Manager to facilitate Member consultation by enabling maximum member involvement/ownership in decision making processes.
5. Support the attendance and participation of People with learning difficulties at County and National information events/forums.
6. Support the Day Services Manager/Senior Support Workers in the development and modernisation of services.
7. Promote equality for all individuals which recognises and encourages anti-discriminatory behaviour, respecting confidentiality of information, recognising people with learning disabilities’ rights and choice and respecting their personal beliefs and identify and challenging discriminatory views in the community, in order to foster equality, diversity and rights.
8. Promote health, safety and security in undertaking work activities and in the work environment, by being aware of, monitoring and reporting risks and by complying with East Kent Mencap’s health and safety policies and procedures and relevant legislation, to ensure the health, safety and welfare of themselves and others.
9. Identify and process any safeguarding and quality of care issues and refer on to appropriate colleagues to ensure that people with learning disabilities’ welfare is protected and that quality and standards of services provided are maintained.
10. Undertake additional reasonable duties within the scope of the post

**Communication**

1. Provide advice to Members on issues of welfare, Community Activities and Resources in order to make informed choices.
2. Liaise and work proactively with other professionals involved in the support of individuals with a learning disability, promoting communication in a process that shares agreed and relevant information that promotes the independence of the individual.

**Personal Development**

1. To identify any training needs that will assist in maintaining one’s own skills and competencies, to have a positive approach to continued professional development accessing any relevant training identified during supervision.

**Records and Report Writing**

1. Contribute to the monitoring, recording, evaluation and review of the individual’s progress against the agreed person centered plan, taking into account the individual’s and other’s views to inform the overall provision of service, implementing modifications under the supervision of relevant senior staff.
2. Contribute to the production of records and written reports, under the supervision of senior staff, in accordance with East Kent Mencap’s procedures, these may be presented for review meetings, planning meetings and recording purposes, ensuring that confidential records are stored in a safe location, so that appropriate records are maintained.
3. Develop appropriate assessments to meet new service opportunities.
4. Conduct risk assessments and impart information to relevant parties. Evaluate effectiveness and provide information to the Day Services Manager.
5. Prepare reports on all associated information as required by the Day Services Manager/Senior Support Worker.

This job description is provided to assist the post holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility or pay scale.

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| **Person Specification** | **Support Worker (Resource Centre)** |  |
| **Criteria** |  | **Essential / desirable** | **How measured?****(Application form/interview/ assessment)** |
| **1** | **Education/ qualifications** | 1.1 | Working towards completion of the care certificate or evidence of having completed the Common Induction Standards | Desirable | Application form |
| 1.2 | NVQ 2 in Health and Social Care (dictated by funding allowed- workers within regulated activity SHOULD have or be working towards an NVQ2) or equivalent OR Level 2 Diploma in Health and Social Care | Desirable | Application form |
| 1.3 | Educated in basic IT | Essential | Application form |
| **2** | **Experience** | 2.1 | A minimum of 1 years’ experience, (either paid, voluntary or personal) in supporting and promoting independence with people who have a learning disability | Desirable | Application form/ interview  |
| 2.2 | Practical experience of personal, domestic and hygiene care | Desirable | Application form/ interview |
| **3** | **Abilities/****skills** | 3.1 | Excellent communication and listening skills | Essential | Application form/ interview |
| 3.2 | Ability to establish positive relationships with people with learning disabilities and their family/carers | Essential | Application form/ interview |
| 3.3 | Ability to encourage and support others to be independent | Essential | Application form/ interview |
| 3.4 | Written and numeracy skills to be able to assist in completing records and reports, and to support members with handling money | Essential | Application form/ interview |
| 3.5 | Excellent organisational and time management skills | Essential | Application form/ interview |
| 3.6 | Able to work alone and use initiative | Essential | Application form/ interview |
| 3.8 | Creativity and problem solving skills | Essential | Application form/ interview/ assessment |
| **4** | **Knowledge** | 4.1 | An appreciation of social issues in relation to learning disability and a general understanding of people with learning disabilities | Essential | Application form/ interview |
| 4.2 | Knowledge of local community, including its facilities and activities and the roles of various organisations/agencies | Essential | Application form/ interview |
| 4.3 | Awareness of and commitment to the ‘promoting independence’ and ‘person-centered’ ethos of the Service  | Essential | Application form/ interview |
| 4.4 | Awareness of the Mental Capacity Act and Deprivation of Liberty Safeguards (DOLS) | Desirable | Application form/ interview |
| 4.5 | Awareness and understanding of Adult Safeguarding policies and procedures | Desirable | Application form/ interview |
| 4.6 | Ability to work within the context of organisational policies and procedures, and service user support plans  | Essential | Application form/ interview |
| 4.7 | Awareness of the needs of people with learning disabilities with challenging behaviour, autism, epilepsy and other disabilities | Desirable  | Application form/ interview |
| 4.8 | Working knowledge of community safety, administration of medication, Infection control and food hygiene | Desirable  | Application form/ interview |
| 4.9 | Awareness of Data Protection and confidentiality issues | Essential | Application form/ interview |

**Disabled Applicants who meet the minimum criteria will be offered an interview in every circumstance**.