

# Job Description – Support Worker – Day Services

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**Job Title:**

Support Worker – FX / VIP

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**Main Purpose Of The Post:**

**To:** provide personal support and care to individuals attending our day service who have learning disability needs, with the aim of promoting maximum independence, responsibility and control over their own life.

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**Relationships:**

- **Responsible to:** Assistant Managers, Manager, Disability Services Manager
- **Liaison with:** Colleagues, Managers, Day Service attendees

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**Main Tasks Of Job:**

- Promote and enable confidence, dignity, self-esteem and communication skills to develop friendships/relationships and opportunities to access a variety of inclusive community life experiences
- Promote pride, individuality and a welcoming atmosphere within the Day Service.
- Ensure the full involvement of the person in making decisions about their own lives and contribute actively to their health and wellbeing
- Maintain and promote a positive environment by developing professional working relationships within the service, family and carers
- Support individuals to access activities as directed by their personal plans
- Lead sessions with individuals in line with agreed programmes of work
- Ensure accessible recording of individuals activities and personal development
- Attend personal planning and review meetings if required
- Enable individuals to develop age appropriate activities in the wider community
- Assist with their personal care needs and contribute to regular health care assessments
- Give physical support to people who have large wheelchairs out in the community
- Undertake any training required to meet the health needs of individuals
- Promote and maintain close and good working relationships with parents, carers, volunteers and professionals, encouraging their active participation in the planning and delivery of this service
- Advocate alongside the person to promote their views and ensure that those views are acted upon
- Promote positive practice of Safeguarding, Health & Safety and Mental Capacity within the workplace
- Participate in supervision with your line manager
- Participate in staff meetings for the Service in particular and with the charity in general
- To work within the parameters of the Charity's policies and procedures

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your role and the overall objectives of the charity.**

# PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

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| <b>POST</b> | <b>Support Worker – Day Services, LDS</b> |
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|                                   | <b>ESSENTIAL CRITERIA</b>  | <b>DESIRABLE CRITERIA</b>   |
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| <b>Qualifications/Attainments</b> | <ul style="list-style-type: none"> <li>N/A</li> </ul>  | <ul style="list-style-type: none"> <li>Qualifications in working with people with learning disabilities</li> <li>Full UK Driving Licence</li> </ul>   |
| <b>Relevant Experience</b>        | <ul style="list-style-type: none"> <li>Relevant experience working with people in need</li> </ul>  | <ul style="list-style-type: none"> <li>Supporting people with learning disabilities to effectively communicate</li> <li>Ability to participate and contribute to review meetings</li> <li>Working with adults who have complex support needs</li> </ul>   |
| <b>Special Attributes</b>         | <ul style="list-style-type: none"> <li>Understanding of the importance of empowering people and enabling their decision making</li> <li>Appreciation of person-centred approaches to working with adults with learning disabilities</li> <li>Understanding of safeguarding vulnerable adults</li> <li>Understanding of confidentiality</li> <li>Able to work using own initiative and unsupervised if required.</li> <li>Ability to handle large wheelchairs, including over long distances</li> <li>Communicate effectively, verbally and in writing using methods appropriate to service users</li> <li>Be able to communicate and relate positively to carers, providers managers and other professionals</li> <li>Be in sympathy with the Vision, Mission &amp; Values Statement of the charity and the ethos of the Service</li> <li>Commitment to equal opportunities</li> </ul> | <ul style="list-style-type: none"> <li>Ability to work in an empowering style</li> <li>Ability to keep good time and manage own time effectively</li> <li>Record keeping and report writing</li> <li>Ability to adhere to appropriate risk assessments</li> <li>Moving &amp; handling skills</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• Positive attitude to people with disabilities</li><li>• Respect for the different cultures and beliefs of others</li><li>• Positive approach to working in partnership with parents and carers.</li><li>• Willingness to consent to a Disclosure &amp; Barring Service check</li></ul> |  |
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