

JOB SPECIFICATION

Job Title: **SUPPORT WORKER (SW)**

Local Job Title:

Reports to:

JOB DESCRIPTION

Purpose and summary of job

To primarily work in the residential area providing guidance, support and encouragement to young people in a variety of settings including classroom, education and off site activities. The job involves enabling our young people to develop by providing physical and emotional support. The role is about working as part of a team to maintain a stable, happy and caring environment that puts the health, safety and welfare of our young people first. Important qualities of this role are being a good role model and conducting yourself in a professional manner at all times whilst on duty or representing the company at outside events.

Main Duties and Responsibilities

1. To build professional relationships with the young people and other staff at your establishment and throughout the company and disengage from these appropriately.
2. To do everything possible to maintain a safe, clean and enjoyable environment to live and work in, this will involve domestic duties.
3. To learn about our individual's specific needs and help meet those needs in the most appropriate way following all policies and procedures.
4. To assist young people with their medical and welfare needs and to report as required, which may include the administration of emergency 'when required' medication.
5. To support our young people maintain their personal cleanliness, general hygiene and appearance, this may include intimate care, following individual care plan.
6. To keep up to date with all communication/information systems.
7. Attend and take an active part in meetings as appropriate.
8. To assist or be a Keyworker/Personal Tutor for 1 or more young people as required/needed.
9. To support young people towards managing their own behaviour by using the skills and approved approaches.
10. To promote equality, acknowledging individual differences and uphold the rights and responsibilities of our young people and staff.
11. Do everything possible to safeguard our young people from any form of abuse from staff, visitors or each other.
12. To accurate reports and keep written records for monitoring purposes as required.

13. To attend all training as required and be prepared to achieve qualifications appropriate to the role at any particular time as specified by the company.
14. To actively promote learning during all programmes and activities during residential, leisure and/or classroom situations.
15. Attend work reliably and punctually and to follow a work pattern as required to fulfill the role which will include early mornings, evenings, weekends and Bank Holidays and be prepared to work overtime if the need arises to maintain the quality standard.
16. To support our young people when preparing for and undergoing any transfer from one residential setting to another.
17. Ensure that you keep yourself up to date with all procedures and policy changes.
18. To drive company vehicle and transport young people following training and assessment (for this you will need to hold a full driving license).
19. You have a duty (under Health & Safety Legislation) to take reasonable care for the health and safety of yourself and of others. This means having an understanding of hazards in the workplace, comply with safety rules and procedures and ensure that anything you do or don't do puts yourself or others at risk. This includes contributing to a safe and secure environment for our young people.
20. Undertake any other additional duties as required, which are relevant to the post.

PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

To do this job effectively a person will need:-

1. Awareness of the general health, safety and welfare of young people.
2. Awareness of how young people develop and learn.
3. Awareness of what equal opportunities and discrimination are and how it can be prevented.
4. Awareness of what effective teamwork is.
5. Ability to follow a work pattern and attend work punctually and reliably.
6. Ability to participate in training and development to enable the job to be done to the required standard.
7. Ability to work as directed and complete tasks reliably and to the required standard.
8. Ability to go wherever our young people do and participate and lead indoor & outdoor activities.
9. To be able to communicate clearly and easily with young people and others in a variety of ways.
10. Ability to read and understand written work and to write clear and accurate reports/notes.
11. Ability to form appropriate professional relationships with young people and others involved in their care.
12. Ability to lead a shift if required
13. Ability to plan, organise and evaluate activities appropriate to young people needs and skills.
14. Ability to work as part of a team.

Jobholder Signed Date

Manager Signed Date