

## **JOB DESCRIPTION**

### **Part-time Support Worker for Adults with Learning Disabilities**

#### **Job Purpose**

To support adults with learning disabilities to participate and actively engage in a range of vocational activities using an individualised approach according to each person's ability and interest.

St Paul's Centre service for adults with learning disabilities delivers a person-centred approach that meets individual needs and aspirations, fosters self-awareness, personal growth and increases independence all whilst seeking to help each service user to celebrate their abilities having a positive, direct impact on the lives of local people in genuine need.

The Postholder will contribute to establishing and maintaining a culture that is stable, happy, stimulating, and caring where service users engage in purposeful activities that provide opportunities for them to develop and learn new skills. They will be part of a team that puts the health, safety, and welfare of each individual first.

#### **Line Manager**

Senior Support Worker

#### **Key Tasks**

##### *Support and Engagement*

- Provide individualised support to service users to ensure they access a range of opportunities and experiences, with increasing independence and sustaining participation to maximise their inclusion in the purposeful work and activity of St Paul's Centre.
- Speedily address any client disengagement utilising listening skills, joint working, and strong communication skills to re-engage service users wherever possible.
- Adapt tasks and activities to ensure maximum level of inclusion for each service user in response to their individual need and level of support.

##### *Risk & Needs Assessment and Safeguarding*

- Using the available processes contribute to an initial service user risk assessment and review the assessment as directed by procedures.
- Continually assess and identify any 'dynamic risk' that emerges during service delivery and follow the policies and procedures that are in place.

- Ensure that any Safeguarding concern whether disclosed or observed at any level is immediately addressed/reported in line with the organisation's policies and procedures.
- Be an active participant in any risk assessment process of activities and setting (including those for new activities or reviews of current practice) so that the service can continually improve.
- Maintain the security of the building and the safety of the people receiving support and members of the staff team.
- Comply with our policies regarding confidentiality and data protection.

### *General expectations*

- Share information to increase service effectiveness and accurate decision making.
- Work as part of a team at all times demonstrating flexibility and resourcefulness and co-operate with colleagues and other people in the best interest of the people you support.
- Play your part in keeping a clean, safe, and enjoyable working environment in line with the organisation's health and safety policies.
- Actively contribute to team meetings and planning of activities.
- Value diversity and demonstrate a commitment to support individuals in a non-judgemental way, based on the principles of anti-discriminatory practice.
- Treat individuals with respect, maintain dignity and encourage and enable each person to express their individuality.
- We expect staff to act in a professional, co-operative, and solution-focused manner at all times, demonstrating accountability for your actions whilst creating an environment that is vibrant and dynamic.
- To liaise professionally and maintain appropriate relationships and personal boundaries with service users, parents, and carers.
- To attend all relevant and necessary training courses.

### *Administration*

- To attend meetings and actively seek relevant communications.
- At all times to work within the organisation's policies and procedures.
- To attend for work reliably and punctually. Dress and behave appropriately for the support role you are undertaking.
- To contribute to and maintain clear, accurate and appropriate records in line with policies and procedures.

This job description is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken. It will vary from time to time in the light of changing demands and priorities of St Paul's Centre. Major changes in the range of work undertaken will only be carried out after consultation with the job holder.

### **The Values of St Paul's Centre**

#### As a Christian organisation we will:

- Seek to share our faith in Jesus Christ.
- Employ best business practice at all times.
- Use our people, money, facilities and time to the best use of those who need our help.
- Be credible, dependable, caring and trustworthy.
- Strive to be environmentally friendly.

#### To those who work with us we will:

- Provide a safe, healthy and supportive environment in which to work.
- Be honest, open and clear in all of our communications.
- Treat each person with fairness, respect and care.
- Have an agreed personal development plan.
- Encourage each person to share and promote these values.

#### To those who need our help we will:

- Give the best quality help we can.
- Respond as fast as we can.
- Treat each person with respect.
- Provide an honest and friendly service.
- Act as advocates for them