# Adult Day Services Support Worker (JIGSAW) Application Pack

## Information for candidates

InFocus is the vision impairment & complex needs charity. We deliver a range of education, care, therapy and support services for children and young adults from a base in Exeter, in the south west of England.

We cater for young people with all levels of vision impairment, multi-sensory impairment and a wide range of complex needs.

### Our services include:

* A specialist day and residential College (16-25)
* Adult residential care in St David’s House for young adults who have finished education
* Supported internships, work placements and work opportunities
* Education and community outreach
* Jigsaw – learning and social opportunities for adults who live in the community
* Supported Living accommodation

### Our vision and mission

Our vision is a world where young people with visual impairment and additional needs are able to take their place in society, where they are valued for their contribution and their rights and independence are supported.

Our mission is to empower children, young people and adults with vision impairment and additional needs to live fulfilling young and adult lives.

### What’s it like to work at InFocus?

You will join an organisation of approximately 250 employees, led by CEO Jane Bell and an Executive Team of directors. Staff work across a range of disciplines, including classroom teaching, supporting and enabling our young people, mobility and therapy, fundraising and marketing, reception and administration, estates and maintenance, and catering. The work of the charity is governed by an active and engaged Board of Trustees.

We have an ambitious vision for our charity and you will be joining a dynamic and growing organisation.

You’ll get a feel for what we do and what it is like to work for InFocus by looking at [our website](http://www.infocus-charity.org.uk) and social media channels.

#### Benefits

We offer:

* 38 days annual leave (pro rata)
* occupational sick scheme from day 1
* comprehensive training and development
* “death in service” life assurance and group accident cover
* onsite subsidised café
* free parking
* onsite gym and heated swimming pool
* cycle to work scheme
* employee assistance programme
* contributory pension scheme

### About the role

We are searching for a support worker to support and empower our fabulous young people, in partnership with their families and colleagues. It will be your job to support our young people to make their own decisions and reach their full potential in an excellent community care setting. You will be required to support our young people in a personalised way and respond to their needs, wishes and aspirations. You will also be part of supporting the delivery of high-quality care, health and therapy.

The shift pattern you will be working is Monday to Friday with 6 weeks annual leave plus Bank Holiday’s, which includes 2 weeks at Easter and 2 weeks at Christmas and 2 further weeks to be taken at your leisure.

InFocus will support you every step of the way by providing an excellent, well designed induction programme along with mandatory training which will help you get off to the best possible start, by ensuring that you fully understand your role and the part you play in the wider organisation. We offer many opportunities for personal development, infact, if you haven’t already obtained a Level 3 qualification in Health & Social Care or equivalent, we will fund and support you in the enrolment and training of this qualification which is a requirement of the role.

We are looking for someone with passion and commitment, who sees the potential in everyone and enjoys helping people to reach their goals. We are looking for someone to enrich the lives of our young people during the day’s that they access the Day service. You will be working as part of a close team of staff led by a Coordinator who will provide supervision and support.

For an informal chat about the role or to visit the main site in Exeter please contact:

Shelley Matthews  
smatthews@InFocus-Charity.org.uk

01392 454313

### How to apply

Please [apply online](http://www.infocus-charity.org.uk/careers). CVs will not be accepted.

You can also download a printable version of our application form and read a guide to completing your application.

**This is very important and will help you to improve your change of being shortlisted for a role at InFocus. We cannot shortlist from an incomplete application form.**

## Job description Role Title

**Post**: Adult Day Services Enabler  
**Hours**: 35 hours per week  
**Salary**: £17,471.99 - £18,454.79 per annum

**Line Manager**: Community Services Manager

We are committed to safeguarding and promoting the welfare of children, young people and clients and expect all staff and volunteers to share this commitment.

All posts are conditional to an enhanced Disclosure and Barring check and staff have a responsibility to inform InFocus of any conviction or prosecution that occurs whilst employed.

### Our values

#### Operational Values How staff work together as a team:

* Together everyone achieves more (TEAM)
* Even better if…
* Learning happens everywhere
* Celebrate what you want to see more of

Community Values  
These things are important to our young people:

* The right support to learn and develop
* A sense of belonging
* Enjoyment and Fun
* Respect and Kindness

### Main purpose of the job

1. To contribute to the delivery of high quality health, therapy and social care at InFocus
2. To contribute towards the delivery of high quality individual care for young people
3. To work with young people in a person centred way by listening and responding to their wishes and aspirations by involving the young person, families and friends to work in partnership and the InFocus Charity to achieve this
4. To promote choice and involvement by facilitating the young person to make their own decisions.

### Duties and responsibilities

* To work closely within a multi-disciplinary team to support the delivery of high professional

standards of health, therapy and social care for the young people at the InFocus Charity.

* To support young people with a range of communication needs allowing them to make choices, this may include use of access technology, Braille and other communication methods.
* To ensure young people are safe and that any safeguarding issues are accurately assessed, notified and recorded in line with WESC policy.
* To assist with personal care.
* To dispense, order and monitor medication within WESC protocols.
* To support young people in the pool.
* To support young people in a range of settings and activities, on and off campus.
* To be responsible for updating and maintaining WESC IT systems to ensure that care plans, protocols and risk assessments are produced and implemented for all young people; within agreed standards.
* To record daily activities and progress made by young people at WESC.
* To actively support young people who are unwell by monitoring their condition, observing and recording on IT systems and notifying relevant staff.
* To accurately record and assess incidents and accidents on WESC IT systems.
* To work within InFocus intervention policies to ensure the safety of staff and young people is maintained.
* To carry out domestic duties as required.
* To work in collaboration with other members of the team, to implement and evaluate the standards of health, therapy and social care services across campus, and promote the health and wellbeing of the young people.
* To liaise with parents, staff, and other professionals as appropriate.
* To utilise a range of InFocus IT systems and regularly check electronic communications to keep abreast of changes and respond to requests.

### Responsibilities of all InFocus staff

To contribute fully to the InFocus community by:

* Taking responsibility to be a reflective practitioner
* Taking part in personal professional development
* Working within and encouraging the implementation of our Equal Opportunity Policy.
* Working within our confidentiality policy.
* Promoting the safeguarding of children and adults at risk.
* Carrying out the duties and responsibilities of the post in accordance with our Health and Safety policies, guidance and legislation.
* Using information technology systems as required to carry out the duties of the post in the most effective and efficient manner.
* Undertaking any other duties as directed by the Chief Executive that may be reasonably required.

## Person specification job role title

This section lists the qualifications, skills, experience, knowledge and other attributes (selection criteria) which you must possess to perform the job duties.

You need to make sure you meet the criteria in order to be considered for this role.

### Essential requirements

You need to make sure that you meet these criteria. They will be assessed in your personal statement, during interview or during an assessment, task or test.

#### Qualifications

Appropriate Level 3 qualification (sometimes called NVQ 3) in Health and Social Care or equivalent.

*If you do not currently hold an appropriate qualification it will be a mandatory requirement to achieve one within the first 2 years of employment. This will be funded by.*

#### Skills, Ability and Personal Qualities

* A good understanding of Adult Protection and Safeguarding issues
* Basic numeracy and literacy
* To be able to work with guidance and support
* To model behaviour which demonstrates respect and empathy for others
* To have the ability to work in collaboration with and respect the contributions of colleagues and others
* To proactively respond to the needs of young adults
* Ability to work unsupervised
* Ability to demonstrate attention to detail and accuracy
* Problem solving, able to make sound judgements and recommendations
* Good organisational skills
* Excellent verbal and written communication skills
* Ability to handle confidential and sensitive issues in an appropriate manner
* High level of tact, diplomacy and initiative
* Physically able to support young people, assisting with swimming, manual handling
* Able to apply learning, i.e. using intervention techniques safely
* Providing personal care in a manner which maintains dignity
* Enthusiastic and self-motivated
* To model behaviour which demonstrates respect and empathy for others
* Able to represent the Organisation positively at all times
* To work shifts, to attend meetings and training as required
* A willing and flexible attitude

### Desirable requirements

These criteria are those that enhance a person's capacity to do the job and are expected to be acquired once in employment.

#### Qualifications

Braille level 1 or 2 Valid First aid certificate Intervenor qualified

#### Experience and Knowledge

* Experience of working in a day service.
* Experience of using IT systems and electronic record keeping
* Previous experience of providing support to adults with varying needs.
* Experience of working in a health and social care setting
* Experience of working with children or adults with learning disabilities and complex needs
* Experience of working with vision impairment
* Experience of making use of a range of communication tools