**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title** | Support Worker (Robins) |
| **Responsible to** | Team Leader |
| **Place of Work** | Robins Residential & Short Breaks Home, Dartington |
| **Responsible for** | N/A |
| **Grade** | S2 – S6 (£9.91 - £10.59 per hour)  Plus an additional £2.15 per hour night premium where applicable |
| **Main Purpose of Job** | |
| * To provide safe, high quality and effective child-centred and needs-led support and care to enable children and young people with learning disabilities and/or complex needs to achieve their goals, targets and aspirations in line with their care plan, individual agreed targets and outcomes, placing authority requirements, Robins Statement of Purpose and Children Home Regulations 2015 * To be ambitious for those we serve by working both individually with the children and young people and as part of a wider team to deliver the very best short breaks and residential services we can ensuring that best practice always underpins Robin’s values, service delivery and expectations | |
| **Responsibilities** | |
| * Ensure achievement of individual outcomes are evident in supporting children and young people on a day-to-day basis so individual progress can be captured, recorded and celebrated within the daily record to inform care reviews, targets and measuring progress * Support children and young people with all aspects of personal care, well-being and personal hygiene as required, respecting and maintaining privacy and dignity at all times * Encourage the young people to have a voice in choosing appropriate activities that they take part in, in line with their care plan and ensuring safe participation at all times * Support young people on occasions on off-site residential breaks if required * Maintain clear, appropriate and accurate written records for the young people to a high standard and in accordance with Lifeworks policy and practice standards including daily outcome records and incident and accident reports * Be a supportive team player and professional role model for other staff, mentoring new support workers as required * Enable, assist and support the young people to develop their life skills and independence, both within Robins and out in the community * Drive Lifeworks or other authorised vehicles where necessary (subject to qualification, insurance, training and authorisation) * Undertake training as necessary, including participation at regular staff meetings to remain compliant with all mandatory training requirements ensuring continuous professional development and training supports best practice in the role and meets appraisal objectives * Where not already qualified, commit to completing a Level 3 Diploma in Residential Childcare within the first two years of employment. * To keep up-to-date and comply with relevant legislation and good practice which includes safeguarding, health & safety and equal opportunities and recognising and responding to the diverse needs of children and young people at all times * To communicate with the young people effectively and appropriately at all times using a variety of communication methods (ie. Makaton) * To actively promote the ethos and values of the service and Lifeworks in general whilst working within the policies and procedures of the organisation * To ensure strict compliance with confidentiality, data protection and information sharing policies at all times * To adhere to Lifeworks professional code of conduct and represent the charity both internally and externally in the highest professional regard at all times * Carry out other work commensurate with position as required   **This job description is not exhaustive and may change as the post develops, but any such change will not take place without consultation between the post holder and their manager.**  **Job descriptions should be reviewed at least annually at the appraisal meeting.**  **The post holder’s duties must at all times be carried out in compliance with the Company’s policies and procedures; in particular the post holder must act in accordance with the Safeguarding, Equal Opportunities and Diversity Policy and the Health & Safety Policy.** | |

**PERSON SPECIFICATION**

Please ensure that you read the person specification carefully, as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum required standard, D = Desirable

|  |  |  |
| --- | --- | --- |
| **Criteria** | **E/D** | **Assessment method** |
| **Knowledge/Qualifications** | |  |
| * Either hold or to commit to (via a learner loan route) completing a L3 Diploma in Residential Childcare (or equivalent) within the first two years of employment * Children & young people short courses that are relevant to the role i.e. autism awareness, safeguarding * Knowledge and understanding of the protection and safeguarding of children and vulnerable adults * Recent experience of working with young people with complex additional needs including learning disability, autistic spectrum disorders, mental health issues, medical and physical needs and behavioural difficulties ideally within a care home setting * Ability and understanding of maintaining the appropriate levels of confidentiality at all times * Hold a current, clean, valid UK driving license, or a current valid International driving license * Familiar with person centred planning | E  D  D  E  E  D  D | Application/Interview  Application/Interview  Application/Interview  Application/Interview  Interview  Application  Interview |
| **Skills** | |  |
| * Ability to operate computer software, IT skills to include word, outlook and the internet * Effective communication and interpersonal skills, with the ability to liaise with managers, staff, young people, parents & carers and professional accordingly using a variety of different methods, which could include Makaton, PECS and BSL * Adaptable and flexible with good organisational and time management skills * Ability to work as part of a team as well as being able to make decisions independently * Ability to undertake rotational shifts which will include evening and weekend working * Supportive, caring, empathetic and friendly manner * A willingness to embrace professional growth reflective practitioner thereby a willingness to learn and to develop and improve own and the services practice | D  E  E  E  E  E  E | Application  Interview/Assessment  Interview  Interview  Interview  Application/Interview  Application/Interview |
| **Key Contacts** | | |
| **Internal: Management, Supervisors, Colleagues, Young People**  **External: Parents, Carers, Social Workers, Health Professionals** | | |