

Job Description

Job Title:	Senior Support Worker – Clubs
Service:	Learning & Leisure
Salary:	£19,359.60 per annum <i>pro rata</i>
Hours:	30 hours (17hrs admin, 13hrs support)
Reporting into:	Project Manager
Direct reports:	Support Workers

Role Responsibilities

Delivery of quality services and program of activities for children, young people and adults with learning disabilities and/or Autism	In collaboration with the people we are supporting, lead and facilitate a programme of activities which ensure that they have the opportunity to maximise: ○ integration and participation in their local community ○ development of a range of friendships and relationships ○ informed personal choice ○ their range of skills and competencies ○ confidence and self-esteem
	Facilitate and lead three weekly groups for people with varying needs of support
	Employ a creative approach to the activities programme and individual session planning
	Offer person centred support through a programme of activities to people in line with their individual and cultural preferences, day-to-day and long-term needs; including but not limited to social and leisure activities, health needs and appointments, personal care and promoting opportunities to learn
	Ensure that every person being supported is involved in day-to-day and long-term decision making – ‘no decision about me, without me’
	Work collaboratively with fellow staff, family carers and relevant external agencies, including other professionals involved in the person’s life
	Participate in the implementation of agreed individual plans for the people we are supporting within the service, which may include structured teaching of skills
	Adhere to safeguarding procedures and remain vigilant for signs of abuse, taking immediate action and reporting all issues of concern with the line manager
	Act as a keyworker to individuals
Supporting Management	To act as a point of contact in the absence of the Project Manager
	Assist management with a range of tasks, including but not limited to: ○ rota planning ○ inspections by any relevant authorities ○ payroll ○ invoicing ○ petty cash ○ project budgeting ○ quality assurance

	Provide line management, coaching opportunities and support to the staff team, ensuring they are equipped to deliver quality services
	Keep accurate and up to date records and reports in relation to the people we support, in line with the systems and procedures in place at the project
	Be actively involved in shortlisting and staff selection panels
	Ensure that Health & Safety and any other relevant standards are adhered to
	Participate and where applicable, lead on regular staff and people supported meetings
	Take responsibility for shift leading as and when needed
	Support to increase the capacity to accept new referrals and conduct needs

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	assessments
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Person Specification

	(E) Essential criteria	(D) Desirable criteria
Physical requirements	Willing and able to offer physical support to service users, including moving and handling safely and supporting people who may be engaging in behaviours of concern	E
	Flexible and able to carry out a variety of shifts throughout the week, including evenings, weekends and bank holidays	E
Knowledge & Understanding	Understanding of health and safety issues as they affect people we support	E
	Understanding of person-centred values and self-directed support	E
	Awareness of issues affecting people living with learning disabilities and/or Autism	E
	Understanding of and sensitivity to the discrimination experienced by members of vulnerable and/or minority groups	E
	Knowledge and awareness of relevant legislation, current and forthcoming issues relating to services for people living with learning disabilities and/or Autism	D
Experience	Minimum of 1 years experience of working with people with learning disabilities and/or Autism, or with another vulnerable client group	E
	Experience leading and/or facilitating a varied and meaningful programme of activities for young people and adults for service users with mild to complex needs	E
	Experience of working in a supervisory role involving staff management	D
	Experience of working with people from varied social and cultural backgrounds.	D
Skills & Values	Creative and innovative thinking to ensure diverse and wideranging session plans suited to people with varying support needs	E
	Strong interpersonal skills, able to communicate and collaborate effectively with a range of people	E
	IT proficient, with the ability to confidently use a range of computer software (i.e. Office and others), <i>or</i> willing to develop IT skills for the purposes of the role	E
	Ability to organise own and others' workloads effectively	E
	Able to work on own initiative, putting processes in place to proactively resolve issues	E

	Strong self-reflective skills, able to take learning from situations	E
	Sufficient numeracy skills to confidently manage a budget	D
	Able to maintain professional boundaries and handle confidential information appropriately	E
	Committed to concepts of equal opportunity, diversity and inclusion	E
	Committed to enabling choice, independence and wellbeing of people living with learning disabilities and/or Autism	E

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Zenith Care is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.