**Support Worker**

**£21,840 (FTE) per annum**

## Job Description

## A little bit about us….

Garvald West Linton provides residential care, creative work opportunities and Day Services for adults with learning disabilities. The residents and staff together make up a community of approximately 130 people. There are five residential houses. On average, there are seven residents in each house with one House Manager, one Deputy House Manager and a group of care staff including night duty staff, spread across five residential care homes and our Workshops.

## Our Ethos

The aim of Garvald West Linton is to meet the physical, emotional and spiritual needs of the individuals we support.

## Main Purpose of Role

Support Workers have a very important role to play in ensuring that the residents physical and emotional needs are properly met and in structuring the course of their day.

## Tasks

* To support the service user(s) in undertaking work tasks relating to the workshop activity.
* Assisting with any personal care needs, if required, while using the service.
* Co-ordinates with the workshop leaders around suitable tasks while in the workshops, this includes planning activities and the materials required.
* Support the service user(s) over the lunch break with the other day service users and the staff present.
* To support the service user(s) making their way between workshops/buildings.
* Keep a daily log/diary of activities undertaken.
* Is alert to the physical and emotional needs of the service user(s) and respond to them appropriately.
* Liaises with workshop leaders and staff throughout the organisation on matters concerning the service user(s), as well as on practical questions.
* Coordinates annual leave plans with service user(s), parents/guardians and the Day Service manager .
* Reports and records day service user absences from the workshops weekly.
* Communicates regularly with parents/guardians to discuss individuals’ needs, provide updates and answer practical questions as required.
* Contributes to day service users six-monthly reviews, providing comprehensive reports.
* Liaise with the day service users transport company/taxi when required.
* To attend supervision sessions with the Day Service manager every 6 – 8 weeks.
* Adheres to the cleaning schedule of the workshops.

**Qualifications**

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| **Essential** | **Desirable** |
| SVQ Level 3 Social Services and Healthcare (working towards) | Commitment to working towards SVQ Level 2 and 3 |

## Knowledge and Experience

No minimum experience required, all training will be provided during employment.

## Skills, Abilities and Personal Attributes.

* Friendly and caring approach with ability to relate to residents with a wide variety of complex challenges and needs.
* Flexibility to be able to respond to a wide and varied range of situations.
* Tact and sensitivity with a respectful approach to residents.
* Patience, resilience and reliability with the ability to remain calm under pressure.
* Team working skills and the ability to use own initiative.
* Ability to work to guidelines and follow necessary processes and procedures.

This position involves working with vulnerable adults and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, disclosure of criminal convictions is requested from all applicants, and if successful in your application, this will be followed up by application for registration to the Protection of Vulnerable Adults Group. All applicants can be assured that the information will be dealt with confidentially and will not be used to discriminate against them unfairly.