

JOB DESCRIPTION

Job Title: Community Support Worker (Bank)

Reporting to: Day Services Lead

Location: Stroud Community Hub, Gloucester Lunch Club and Day Centre

HOURS OF WORK

Hours will be available on a casual basis to meet the needs of the service, between 9am and 4pm Monday to Friday

KEY RESPONSIBILITIES

Participate in the delivery and development of individually tailored programmes of activities directly linked to support plans and agreed personal goals.

KEY ACCOUNTABILITIES

- Deliver all aspects of the support plan including personal care and moving & handling where appropriate.
- Promote independence
- Communicate effectively with service users
- Communicate effectively with colleagues and the Guideposts team
- Contribute to completing support plan daily records
- Report any safeguarding/other concerns to the relevant people
- Liaise with other professionals (e.g. health service, social workers)
- Follow cash handling procedures
- Participate in food preparation

KEY COMPETENCIES

- Able to take a person centred approach to all aspects of work
- Able and willing to work flexibly when required
- A good level of accuracy when completing paperwork
- Takes initiative and is enthusiastic
- Reliable
- Good people skills
- Good listener
- Presents professionally
- Good team member
- Willingness to learn

PERSON SPECIFICATION

	Essential	Desirable
Full driving licence	✓	
Own Transport (with business insurance)	✓	
Experience working in a social care setting	✓	
A good understanding of delivering person centred support	✓	
Experience working with adults living with dementia		✓
Experience working with adults with learning disabilities		✓
QCF/NVQ level 2		✓
Good level of IT literacy		✓
Food Hygiene Certificate		✓

OTHER INFORMATION

Overview of services

Gloucester Day Centre provides an engaging and supportive social environment, with a midday meal, for people living with Dementia and related conditions

Gloucester Lunch Club provides a supportive and social setting, which offers access to a range of support and information, for carers and the person they are caring for who is living with dementia.

Stroud Community Hub provides an environment where adults with learning disabilities can come together to make friends, have fun, learn new skills, gain confidence and feel involved in their local community.

General information

The post holder will be required to undergo a DBS check. This will be arranged by Guideposts Trust.

All staff have a responsibility to look after the Health and safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.

All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.

Guideposts is an Equal Opportunities employer.

This job description is not exhaustive, but is provided to assist the post holder to know and understand the main duties of their role.