

JOB DESCRIPTION

Job Title: Support Worker (Bank)

Reporting to: Team Leader

Location: Witney

STATEMENT OF PURPOSE:

Guideposts exist to provide services to meet individual needs so that each person has the opportunity to fulfil their aspirations and maximise their potential. We seek to achieve excellence in our work and lead the way in researching, delivering and disseminating good practice.

PURPOSE OF ROLE

Provide a person-centred approach whilst enabling, encouraging and supporting the clients within their activities. Their identified needs will be stated in the clients care plan and the overall aim is improving their quality of life and independence by ensuring they have full choice and control, whilst ensuring the clients safety at all times.

KEY RESPONSIBILITIES

- Contribute to service development and growth
- Create and review support plans or personal development plans with service users in a key working role, to ensure that activities are person centred
- Deliver all aspects of the support plan including personal care where appropriate.
- Promote independence, personal development and achievement of goals
- Plan programmes of activities with service users
- Record and report activities using Civi CRM and other methods as appropriate
- Research best value and obtain materials or resources to deliver cost effective planned activities
- Support volunteers and colleagues to maximise their strengths and skills
- Participate in food preparation
- Communicate effectively with service users, their family or support networks
- Communicate effectively with colleagues and the Guideposts team
- Liaise with other professionals (e.g. health service, social workers)
- Report any safeguarding/other concerns to the relevant people
- Follow cash handling and health & safety procedures

- Attend training opportunities as appropriate to keep up to date with best practice
- Maintain accurate records of attendance facilitate service invoicing
- Accurately record service expenditure
- Adhere to risk assessments and carry out health & safety checks to ensure that the environment and activities are safe for all individuals
- Ensure that arrangements are in place for building security
- Respond to service need, for example, unexpected staff sickness cover, service user queries
- Drive GPT Minibus to provide shuttle service to service users when required
- Promote the service activities and opportunities e.g. open events, posters etc.
- Willingness to undertake training and qualifications

KEY COMPETENCIES

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

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

OTHER INFORMATION

Guideposts provides opportunities for adults with learning disabilities to make friends, develop skills, be creative, gain confidence and feel connected to 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.