

**JOB DESCRIPTION**

**Job Title: Bank Community Hub Support Worker**

**Reporting to: Community Hub Team Leader**

**Location: Stroud Community Hub**

**PURPOSE**

Participate in the delivery of programmes of activities which are linked to Hub members support plans and personal goals. Plan activities with individuals which meet their needs or assist them to achieve their goals or aspirations

**RESPONSIBILITIES**

* Deliver all aspects of the support plan.
* Promote independence, personal development and achievement of goals.
* 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.
* Participate in food preparation.
* Attend training opportunities as appropriate to keep up to date with best practice.

**KEY COMPETENCIES**

You will have

• A friendly nature and enjoy being a people person

• An inclusive attitude to people of all ages and backgrounds

• Good listening and communication skills

• Ability to take the initiative and be confident working alone

• Ability to work flexibly

• A person-centred approach to all aspects of work

• To be reliable and enthusiastic

• A good level of accuracy when completing paperwork

• An understanding of safeguarding (training will be provided)

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| **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 Community Hub Stroud provides opportunities for adults with learning disabilities to develop skills, make friends, 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.