

Job Description

SUPPORT WORKER

Service:	Children and Young People
Job Title:	Support Worker
Responsible For: (through line management structure)	No line management responsibilities
Responsible To: (through appraisal process)	Senior Support Worker /Treetops Co-ordinator
Job Purpose:	To be part of a team that provides a round-the-clock range of flexible, creative leisure opportunities and support for disabled children and their families based from the short-breaks service.
Job Context:	White Lodge Centre is an independent voluntary organisation working with children and adults with disabilities. All staff must adhere to its agreed aims and objectives.

White Lodge Centre General Employment Policies

1. To work within the context of all the organisations policies and procedures.
2. To work in a way consistent with the principle of equal opportunities, giving each person practical skills and social status that are valued within their communities, ensuring anti-racist and anti-sexist work practices which promote anti-discriminatory attitudes and behaviour.
3. To be aware of and sensitive to the impact of class, gender, race and prejudice on attitudes, professional relationships and professional judgement and be willing to intervene.
4. To maintain confidentiality at all times and to ensure respect for, proper observance of and adhere to the organisation's confidentiality policy for all staff.
5. To ensure all relevant aspects of Health and Safety requirements are known and adhered to, ensuring the health and safety of staff and volunteers at all times.
6. To undertake any other duties which are consistent with the post.

Support Worker: Accountabilities and Tasks

Legislation / Health and Safety

1. Ensure that all practice is in line with relevant policies, procedures, risk assessments and standards monitored by Ofsted.
2. Keep clear accurate and up to date records and ensure that all paperwork is filed correctly and securely.
3. Maintain the security of the environment, report any major concerns to the Senior Support Worker.
4. Maintain a high standard of hygiene through the environment, reporting any concerns to the Senior Support Worker.

General Tasks

1. Plan, provide and support children / young people to take part in a range of fun, safe and creative play and leisure activities.
2. Support children / young people using the service to maintain a high standard of personal hygiene and cleanliness.
3. Ensure the privacy of all children / young people is respected as far as possible, particularly in reference to their personal care.
4. Ensure children / young people are physically comfortable, particularly those who may be dependent on others to manually handle them into position.
5. Ensure appropriate communication tools are always available to all children / young people.
6. Ensure that you are actively working towards individual outcomes for each child/young person.
7. Prepare meals and refreshments taking into account dietary requirements and cultural needs.
8. Meet the health care needs of all young people, including administering medication.
9. Report any changes or concerns relating to the children / young people and their families to the Senior Support Worker.
10. Contribute to the assessment and implementation of the All About Me documents, including risk assessments, for all children / young people using the service.
11. Work with families and other professionals to provide a co-ordinated service, attend reviews etc.
12. May be required to act as a key worker for a number of families, ensuring they are kept involved in all aspects of their child's care.

Service and Personal Development

1. Full time staff are expected to attend at least six staff meetings per year. To contribute to discussion in order to develop and promote good practice across the service, part time staff are expected to attend appropriate to their role.
2. Attend training to comply with legislation and meet the individual needs of children.
3. Liaise with visitors to the service, including families, health, education, social care representatives and inspectors.

Support Worker: Personal Requirements for the Role

1. A desire to ensure disabled children / young people have access to the same opportunities as others.
2. An enjoyment of working with children /young people and the ability to engage children/young people in activities.
3. An ability to work as part of a team and exchange skills and ideas for the benefit of the service.
4. An ability to remain calm in a crisis to enable you to handle difficult situations.
5. Strong communication skills, including written, verbal, listening, observation and negotiation skills.
6. Ability to use IT.
7. Punctuality.
8. An ability to work flexibly.
9. All candidates must be over 21 years of age.

Qualifications, Training and Experience

1. A relevant level 3 qualification e.g. NVQ Child Care, Health and Social Care.