

Ealing Mencap - Job Description

Job Title: Young Adults 1:1 Personal Assistant Support Worker

Responsible to: Children's Services Co-ordinator

Salary: £9.75- £10.58

Hours: Various hours available

Contract: Casual Bank – zero hours

The 1:1 support run's all year round and is based in the community. It consists of supporting young people with special educational needs and/ or disabilities aged between 14 to 25 years old.

The young people are escorted to activities on public transport or taxi. Workers are provided with oyster cards for the duration of the session.

The times can vary depending on the needs of the young person and the agreement with the Local Authority

The young people participate in activities. The support would consist of supporting the young adults with activities as agreed such as cinema, bowling, work experience and museums.

Where possible we try and link up different support sessions so the young people get to build relationships with other young people

The group supports young people to achieve positive outcomes in life skills and regarding the Preparing for Adulthood outcomes

Overall Purpose of the Job:

- To provide 1:1 care and support to children/young people who have complex needs and disabilities
- To providing a caring, secure environment, through individual attention and group activities, and to assisting them in engaging appropriate range of leisure activities.
- To support and encourage young people to develop their skills and grow in confidents to reach their potential.
- To provide high quality care in accordance with the Ealing Mencap ethos.

Travel escort responsibilities -

To meet children/young people at their pick-up point and support them to travel safely to the venue and from the venue to their home

Main Duties and Responsibilities are:

- Ensure that the Ealing Mencap / London Borough of Ealing's Safeguarding Children's policy and procedures are followed at all times, and that child protection concerns are raised in accordance with these
- Report any incidents or areas for improvement to the Co-ordinator
- Assist with the handover/collection of children/young people to/from their home to venue, where applicable, and ensure their safe handover to parents/carers at the end of the day
- Encourage children/ young people to give their views and have their voices heard
- Carry out administration record keeping and report writing- computer and paper based if/ when needed.
- To provide personal care when we required
- Work as part of the staff team, contributing to the growth and development of Children's Services and of Ealing Mencap
- Participate in relevant training and development
- Work within Ealing Mencap's policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required
- Attend supervision at an agreed time and date
- Complete times sheets weekly and hand to manager

Ealing Mencap - Person Specification

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To apply for this job you must be able to demonstrate and state on your application form how you meet the criteria below. Please address in turn as many points as you feel relevant.

Qualifications and Experience

- Experience of working with children/young people, or people with special educational needs and/ or disabilities
- Safeguarding Training
- Full and relevant Level 2 or 3 Qualification in Health and Social Care
- First Aid Qualification
- Personal Care
- Moving and Handling
- Specialist communication skills

Knowledge/skills

- Experience of working with children/young people with special educational need and/ or disabilities in a group and/or one to one
- Some experience of working with young people with complex needs and/or young people with a diagnosis of autistic spectrum condition
- Understanding and commitment to learning about the needs and rights of people with special educational needs and/ or disabilities
- Understanding of the importance of safeguarding procedures and prevention of abuse
- Understanding of the purpose of support sessions and the aims of support sessions

Competencies

- Have a positive approach and desire to work with children/young people in a person centred way which achieves the best outcomes
- Ability to be able to 'lone work' in a professional and safe way
- Be able to work on your own as well as part of a team
- Ability to communicate in an effective and adaptive way
- Ability to support the individual needs of children/young people, including those who can exhibit behaviour that challenges
- Be flexible and proactive in your approach to work
- Ability to handle difficult situations in a professional way

- Ability to write clear reports (including incident reports)
- Awareness of Health and Safety
- Commitment to following Ealing Mencap's values, policies and procedures

EALING MENCAP VALUES

Brave

- Looks after own mental and physical health (to avoid burn out)
- Demonstrates passion and enthusiasm for their work, working in partnership with colleagues, managers, customers, parents and others.
- Staff understand what expectations are required of them in terms of team behaviours and performance. Conflict is recognised and dealt with swiftly.
- When change is needed, it is communicated, consulted on and the need for it explained. Staff implement and support each other with change.

Respectful

- Treats customers with respect, dignity, compassion, patience and honesty regardless of religion, culture, age, level or nature of disability, gender, gender reassignment, sexual orientation or race. Demonstrates a respectful, calm manner where personal care, conflict and other sensitive issues arise.
- Listens to each customer as a unique individual. Gets to know them, their choices, interests and preferences. Uses this information to develop customer -focused activities and / or services.
- Listens actively and encourages others to express their views, demonstrates respect for the contribution of others.
- Avoids engaging in negative gossip, is non - judgemental and keeps private issues confidential, except where the matter relates to safeguarding - including the well-being of the individual concerned. Suggests win-win compromise to avert conflict.

Approachable

- Shares information, resources, expertise and knowledge with other staff members. Makes self available to others to provide support and assistance (open door policy / accessible to all staff including those working outside of normal office hours).
- Presents self professionally and positively.
- Responsive and flexible - aware of what is happening and the needs of others; adapts response accordingly.
- Listens actively and encourages others to express their views, demonstrates respect for the contribution of others.

Innovative

- Takes the initiative to improve services and activities: measures improvements via customer feedback and achievement of outcomes.
- According to individual skills, experience and role either delegates, organises or shares tasks as appropriate.

- Takes a “can do” approach to overcome challenges and come up with constructive and creative solutions. Works on own initiative to achieve tasks.
- Coaches or pairs up with individuals to develop expertise and help everyone to achieve their best. Supporting each other and supporting the organisation to meet its objectives.

Firm foundations

- Is familiar with and complies with Ealing Mencap policies and procedures.
- Is responsible, punctual and well prepared for daily activities/responsibilities of their role.
- Attends work regularly and reliably.
- Takes Ealing Mencap and all its services into account when taking decisions.
- Takes reasoned decisions in a timely manner.
- Keeps staff issues confidential except where the matter relates to safeguarding - including the well-being of the individual concerned.
- Puts the customer at the centre.

This job description is not an exhaustive list of duties and should only be seen as a general guide. As duties and responsibilities of this post may change and develop over time, this job description is subject to amendment.