

## Ealing Mencap - Job Description

<b>Job Title:</b>	Support worker for Ealing Mencap's children and young people's Saturday activity group
<b>Salary:</b>	£3, 295.50 per annum
<b>Hours:</b>	6.5 hours per week on a Saturday, 9:45- 4:15
<b>Responsible to:</b>	Saturday Club Leader and Children's Services Co-ordinator
<b>Location:</b>	Enterprise Lodge, Stockdove Way, Greenford, Middx, UB6 8TJ
<b>Contract:</b>	The post is subject to ongoing funding for children/young people's short break activities

### Overall Purpose of the Job:

Ealing Mencap's Saturday club is made up of a group of young people with special educational needs and/ or disabilities aged 14-25. Those that attend are referred to us by Social Workers or other professionals so that they are able to partake in positive, community based activities that they would be unable to enjoy without the specialist support that Ealing Mencap offers.

Your role would be to support those young people to engage with the group and activities, ensure they keep safe and support them to have fun as part of a team of support workers.

We work in a person centred way which means that whatever we do, the young person attending is in the middle. Our activities are based on their wants and needs and we always put the young person first.

We are looking for committed, patient and enthusiastic support workers who want to help create a positive, fun, safe environment for young people who without the group, would be unable to spend time with peers and engage with positive activities like swimming, mini-golf, bowling, arts and crafts and more.

### Main Duties and Responsibilities are:

- To provide care and support to children and young people aged 14 to 25 who have special educational needs and/or disabilities during Ealing Mencap's Saturday club, including, when required, personal or intimate care.
- To support the Group and Deputy leader in the delivery of activities both in the centre and outside the centre in the community.

- To provide a caring, fun, safe environment, through individual attention and group activities.
- To provide creative play and high quality care in accordance with the Ealing Mencap ethos.
- To be committed to building respectful, appropriate relationships with young people, listening and empowering them by supporting them to have their voices heard and make choices.
- 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 with your Group Leader.
- To read and understand assessments and risk assessments of the young people attending.
- Report any incidents or areas for improvement to the Saturday Group Leader.
- Assist with the handover/collection of children/young people to parents/carers at the start and end of the day.
- Participate in relevant training and development.
- Attend supervision on a bi-monthly basis with the Group Leader.

## **Ealing Mencap - Person Specification**

**Job Title:** Support worker for Saturday club

**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.**

### **ESSENTIAL**

#### **Qualification/ experience**

- Experience of working with young people with special educational needs and/ or disabilities in a group setting and/ or a one to one setting.
- Experience of working in an environment where you are responsible for keeping vulnerable young people safe from harm.
- Experience and knowledge of personal care support, or a commitment to learn and undertake this as part of the role.

#### **Knowledge/understanding**

- Understanding, commitment and respect of 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 or awareness of relevant legislation pertaining to children and young people, or a commitment to learn, including the Equalities Act 2010.

#### **Skills / behaviours**

- Ability to adapt and learn to meet the needs of the young people attending.
- Ability to act as a role model to children and young people in line with the Ealing Mencap ethos.
- Ability and commitment to providing a secure and positive environment for young people to develop and achieve positive outcomes.

### **DESIRABLE**

- First Aid Qualification/ training/ experience.
- Moving and handling knowledge and experience.
- Understanding of specialist communication skills.
- NVQ 2/3 in Health and Social Care or other relevant care qualification.

## **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.**