

## JOB DESCRIPTION

**Job Title:** Bank Support Worker

**Accountable to:** Manager

**Location:** London

**Hours:** As and when required

**Agreement:** Bank

### JOB ROLE

To provide person centred support to adults, children & young people with learning disabilities living in the care home or on school holiday schemes enabling them to live an ordinary life as active citizens in the community.

### MAIN DUTIES AND RESPONSIBILITIES

- In the context of Norwood's Policies and Procedures work as part of a team to provide individualised and personalised support to adults with a learning disability within a range of community and accommodation-based settings / To support children and young people attending the school holiday schemes as directed by the Deputy Manager.
- To work in partnership with the people that we support, the team and all other stakeholders to plan, organise, implement, monitor and review activities to achieve the agreed targets set out in Adults, Children and Young peoples Person Centred Plans, Individual Plans and Health Action Plans.
- To exercise creativity in developing Person Centred Plans (PCP) with the people we support, enabling full participation in the process from setting up circles of support, to carrying out reviews.
- As a Keyworker to be involved in the creation and implementation of Individual Learning Plans (ILPs) in accordance with Norwood's strategy for Lifelong Learning.
- In accordance with individual needs and wishes; enable the people we support to take control of their lives by maximising independence and participation in all personal, social, cultural, educational and employment opportunities.
- Where required, and in accordance with support plans and individual preferences provide support to the people we support always maintaining privacy and dignity. i.e., provide personal care including toileting, assisting with dressing, bathing, support with eating and drinking and administrating medication.

- To ensure that the support provided is flexible, individual and underpinned by person centred approaches following the principles of Active Support, Training in Systematic Instruction (TSI) or any other organisationally recognised approach to service delivery.
- Working from PCPs, ensure that all processes and administrative functions are fulfilled to ensure that the outcomes are achieved, including Support and Care Planning, risk and financial management, monitoring, recording and reporting.

### **General**

- To take all reasonable care of the health and safety of him/her self and of other persons who may be affected by his/her acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.
- To work at any other Norwood location, as and when required.
- To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
- To always maintain confidentiality and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
- To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
- To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
- To undertake any other duties which are consistent with the post.
- To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Willingness to undertake the Skills for Care Induction</li> <li>▪ Willingness to work towards QCF Level 2</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completion of the Skills for Care Induction</li> <li>▪ QCF Level 2 or NVQ 2</li> <li>▪ First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Work in a care setting with in paid or voluntary capacity- minimum of 6 months</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work with Adults with Learning Disabilities in a community or similar setting</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of Learning Disabilities</li> <li>• Strong Literacy and Numeracy skills</li> <li>• Commitment to an inclusive approach to service planning and delivery</li> <li>• Understanding and ability to support people with a range of communication and behavioural needs</li> </ul>	<ul style="list-style-type: none"> <li>• Person Centred Planning</li> <li>• Training in Systematic Instruction</li> <li>• Person Centred Approaches and Active Support</li> <li>• Understanding and awareness of the Jewish culture</li> <li>• Awareness of the principles of Lifelong Learning</li> <li>• Health and Safety at Work</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and as a lone worker</li> <li>• Ability to work independently and creatively using own initiative</li> <li>• Ability to communicate effectively with a variety of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Creativity</li> <li>▪ Person Centred Risk Taking</li> </ul>
<b>Personal Circumstances and Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly to meet individual needs including weekends, evenings and nights</li> <li>• Self motivation and initiative</li> <li>• Ability to work under pressure</li> <li>• Enthusiastic and positive attitude and approach</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean UK driving License and willingness to drive for work (own vehicle or Norwood vehicles)</li> </ul>