

Job Description

| | | |
|--|------------------------------|--|
| Job Title: Support Worker – Bank | Hours: As agreed | Employment status: As required |
| Reporting to: Manager / Coordinator of the club or service | Responsible for: No staff | Location: Croydon Mencap - various locations |

| | |
|-----------------------------|--|
| Job Purpose | Working under the direction of the manager or coordinator to provide personal care and support to people with learning and / or other disabilities. |
| Key Responsibilities | <ol style="list-style-type: none"> 1. To provide personal support to people with learning disabilities to help them to participate fully in activities & develop their independence as far as possible. 2. Travelling as an escort on vehicles, ensuring safety and wellbeing of members. 3. To maintain all necessary records as required. 4. To ensure that any accidents / incidents and near misses are recorded & reported to the Manager / Coordinator. 5. To promptly report and safeguarding concerns to the Manager / Coordinator. 6. To support people with learning disabilities with personal care. 7. To assist with the tidying and cleaning of premises used for activities. 8. To attend staff and supervision meetings as required. |

Person Specification

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| Qualifications NVQ in Health & Social Care Basic First Aid Certificate | | ✓ ✓ |
| Skills/competencies Effective oral & written communication skills Effective interpersonal skills: working with people at all levels from varied backgrounds especially service users Ability to lead Project Members in appropriate activities. | ✓ ✓ | ✓ |
| Knowledge General understanding of the support needs of people with learning disabilities & the issues affecting their lives A knowledge of safeguarding policy and procedures | ✓ ✓ | |
| Previous Experience Experience of working with people with learning disabilities | | ✓ |
| Personal qualities Willingness to work outside of usual working hours. Willingness to work at short notice. | ✓ ✓ | |
| N.B. This post is subject to an enhanced Disclosure & Barring Service check & to screening through the Vetting & Barring procedure. | | |