**Job Description**

**Post** -Placement Support Worker

**Office Base**

Norwich

**Hours** - Variable (Max 36 hours per week)

The nature of the work requires some unsociable hours including evenings and the post holder will be required to work some weekends as part of an on call duty system. Overtime is not normally paid for additional hours as Evolve East Anglia operates a flexible working system.

**Pay**- £18,852 - £26,500 pro rata according to experience

**Synopsis of Role** -

Evolve East Anglia provides a range of accommodation and support to young people 16 plus, as well as families. The post holder will work with and for service user according to the aims and objectives of an individual placement plan. Partnership working with young people, their families and professionals is a key function of a placement support worker role

**Accountabilities** –

Accountable for - To Social Care Manager and Non-Executive Board.

Accountable for - Students and Volunteers

**Key responsibilities**

* To work with service users according to the agreed goals described in an individual placement plan
* To maintain accurate records according to Evolve East Anglia’s policies and procedures ensuring that service user’s views are fully represented.
* To ensure that service users are as fully involved as possible in relation to the planning of direct work
* To contribute to the development of the service and the team through group working and team meetings
* To participate in regular supervisions, staff development and training
* To maintain a good knowledge of relevant legislation and policy affecting Evolve East Anglia’s service users
* To ensure that all work is carried out according to the organisations policies and procedures
* To ensure that all practice takes place in a non-discriminatory manner
* To ensure that children, young people and vulnerable adults are safeguarded from harm
* To represent the organisation at meetings and other events and promote the work of Evolve East Anglia
* To undertake any other duties as reasonably requested by the Director

**Additional requirements of the post**

* The post holder must possess a current driving licence and be able to provide a vehicle for use at work (mileage allowance is payable).
* The post holder will be required to work evenings and weekends according to a rota.
* The post holder must disclose a satisfactory DBS disclosure certificate.

I agree to work according to the above job description

**Name**:

**Signature**:

**Date:**